

[Your Company Letterhead]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Phone Number]
[Email]
[Date]
To,
[Supplier's Name]
[Supplier's Company Name]
[Supplier's Address]
[City, State, Zip Code]
Subject: Purchase Return Request
Dear [Supplier's Name],
I hope this message finds you well.
We are writing to formally request the return of goods purchased from
your company on [Purchase Date], Invoice Number: [Invoice Number]. The
details of the items are as follows:
1. **Item Description:** [Description]
 Quantity: [Quantity]
 Reason for Return: [Reason]
2. **Item Description:** [Description]
 Quantity: [Quantity]
 Reason for Return: [Reason]
[Continue the list if there are more items]
We kindly ask for your assistance in processing this return and providing
us with the return authorization and instructions.
Thank you for your prompt attention to this matter.
Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Signature (if sending a hard copy)]