

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Address]

[City, State, PIN 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 certain items purchased from your company on [Purchase Date] under Invoice No. [Invoice Number].

Details of the items to be returned are as follows:

1. Item Name: [Item Name]

SKU/Code: [SKU/Code]

Quantity: [Quantity]

Reason for Return: [Reason]

2. Item Name: [Item Name]

SKU/Code: [SKU/Code]

Quantity: [Quantity]

Reason for Return: [Reason]

We have enclosed the original invoice and any relevant documentation to assist with the return process. We kindly request that you arrange for the pickup of these items at your earliest convenience.

Please confirm the acceptance of this return request and provide any further instructions for the process.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

[Your Company Address]

[Enclosures: Invoice Copy, etc.]