

[Your Company Letterhead]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Vendor's Name]

[Vendor's Company Name]

[Vendor's Address]

[City, State, Zip Code]

Subject: Purchase Return Request

Dear [Vendor's Name],

I am writing to formally request the return of the following items purchased from your company on [Purchase Date], under Invoice Number [Invoice Number].

****Details of the Purchase:****

- Item Name: [Item Name]

- Item Code/SKU: [Item Code]

- Quantity: [Quantity]

- Reason for Return: [Reason for Return]

We would appreciate your guidance on the return process, including any necessary steps or documentation required. The products are in their original packaging and have not been used.

Please let us know how to proceed and if you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]