

# Return of Merchandise Agreement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as an agreement regarding the return of merchandise as detailed below:

## Details of Merchandise

- Item Description: [Description of Item]
- Item Number: [Item Number]
- Quantity: [Quantity]
- Reason for Return: [Reason]

## Return Conditions

The following conditions must be met for the return to be accepted:

1. The merchandise must be in its original condition.
2. The return must be requested within [number of days] of receipt.
3. A copy of the original receipt must be included.

Upon acceptance of the return, a credit or replacement will be issued as per our return policy.

## Confirmation

By signing below, both parties agree to the terms set forth in this agreement.

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[Your Name]  
[Your Title/Position]  
[Your Company Name]

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[Recipient's Name]  
[Recipient's Title/Position]  
[Recipient's Company Name]

Thank you for your cooperation.

Sincerely,

[Your Full Name]

[Your Company Name]

[Your Contact Information]