

# Authorization Letter

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], the authorized representative of [Your Company Name], hereby authorize the return of damaged goods.

Details of the item(s) to be returned:

- Product Name: [Insert Product Name]
- Order Number: [Insert Order Number]
- Quantity: [Insert Quantity]
- Reason for Return: [Insert Reason]

Please send the shipment back to the following address:

[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]