

Dear [Vendor Name],

I hope this message finds you well. I am writing to seek clarification regarding your return policy. As we continue to work together, it's important for us to fully understand the details related to product returns.

Specifically, I would like to know:

- The time frame within which returns are accepted.
- The condition in which products must be returned.
- Any associated restocking fees or shipping costs.
- The process our team should follow to initiate a return.

Having a clear understanding of these points will help us manage our inventory effectively and maintain customer satisfaction. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]