

Request for Explanation of Vendor Return Policy

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Vendor's Name]
[Vendor's Address]
[City, State, Zip Code]

Dear [Vendor's Name],

I hope this message finds you well. I am writing to request clarification regarding your return policy. As a customer, it is important for me to understand the procedures and conditions associated with returning products purchased from your company.

Specifically, I would appreciate it if you could provide detailed information on the following points:

- The time frame for returning items
- Conditions for items to be eligible for return
- The process for initiating a return
- Any fees associated with returns
- How refunds are processed

Thank you for your prompt attention to this matter. I look forward to your response so I can ensure compliance with your return policy.

Sincerely,

[Your Name]