

Vendor Return Procedure Clarification

Date: [Insert Date]

To: [Vendor's Name]

From: [Your Company Name]

Subject: Clarification on Vendor Return Procedure

Dear [Vendor's Name],

We hope this message finds you well. We would like to take this opportunity to clarify the procedures regarding vendor returns to ensure smooth processing in the future.

Return Authorization

Before returning any items, please ensure that you have obtained a Return Authorization (RA) number from our returns department by contacting [Contact Information]. Returns without an RA number cannot be processed.

Return Shipping

All returns should be shipped to the following address: [Return Address]. Please ensure that the products are packaged securely to avoid any damages during transit.

Return Timeline

Items must be returned within [Insert Timeframe] days of receipt to qualify for a full refund or exchange.

Condition of Items

Returned items must be in their original condition, unused, and in the original packaging, including all accessories and documentation.

We appreciate your attention to these guidelines and look forward to continuing our successful partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]