

# Product Return Request

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are writing to formally request the return of products from a recent bulk order placed on [Order Date] with Order Number: [Order Number]. Upon receipt of the shipment, we discovered discrepancies in the order, specifically:

- [Description of the mistake #1]
- [Description of the mistake #2]
- [Description of the mistake #3]

We would appreciate your assistance in facilitating the return process for these items. Our preferred return method is [Return Method], and we expect the following return conditions to be met:

- Return shipping labels
- Full refund or replacement of the items

Please let us know how you would like to proceed. If you require any additional information, do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]