

Vendor Product Return Request

Date: [Insert Date]

To,

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Subject: Request for Return of Damaged Product

Dear [Vendor Name],

I hope this message finds you well. I am writing to formally request the return of a product that was received with damaged packaging.

Details of the product are as follows:

- Product Name: [Insert Product Name]
- Product Code: [Insert Product Code]
- Order Number: [Insert Order Number]
- Purchase Date: [Insert Purchase Date]

Upon receiving the shipment on [Insert Delivery Date], I noticed that the packaging was damaged, which has led to concerns regarding the integrity of the product.

As per our agreement, I would like to initiate the return process for this item. Please inform me of the necessary steps to return the damaged product and receive a replacement or refund.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]