

Product Return Request

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

I hope this message finds you well. I am writing to formally request the return of defective items that were received in our recent order, placed on [Insert Order Date], under order number [Insert Order Number].

The items that need to be returned are as follows:

- Product Name: [Insert Product Name] - Quantity: [Insert Quantity] - Reason: [Insert Reason for Return]
- Product Name: [Insert Product Name] - Quantity: [Insert Quantity] - Reason: [Insert Reason for Return]

We have encountered issues with the above items, which are as follows:

[Detailed description of the defects or issues]

Please provide instructions on how to proceed with the return process. We would appreciate a prompt resolution to this matter.

Thank you for your attention to this request. We look forward to your swift response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]