

Vendor Product Return Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Vendor Name]

[Vendor Address]

[Vendor City, State, Zip Code]

Dear [Vendor Name],

I hope this message finds you well. I am writing to request the return of certain products that have unfortunately expired before their intended sale date.

Details of the expired products are as follows:

- Product Name: [Insert Product Name]
- SKU: [Insert SKU]
- Quantity: [Insert Quantity]
- Expiration Date: [Insert Expiration Date]
- Order Number: [Insert Order Number]

We kindly request a return authorization for these expired items and guidance on the return process. Please let us know if you require any additional information to process this request.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]