

# Vendor Product Return Request

Date: [Insert Date]

Vendor Name: [Vendor's Name]

Vendor Address: [Vendor's Address]

Email: [Vendor's Email]

Phone: [Vendor's Phone]

Dear [Vendor's Contact Name],

I hope this message finds you well. I am writing to formally request the return of seasonal merchandise that was purchased from your company on [Insert Purchase Date]. Due to [reason for return, e.g., overstock, change in seasonal strategy], we have determined that it is necessary to return the following items:

- Item Name 1 - SKU: [SKU Code] - Quantity: [Quantity]
- Item Name 2 - SKU: [SKU Code] - Quantity: [Quantity]
- Item Name 3 - SKU: [SKU Code] - Quantity: [Quantity]

We kindly request that you provide us with the return authorization and instructions for the return process at your earliest convenience. We will ensure that the items are packaged appropriately and returned promptly as per your guidelines.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

Email: [Your Email]

Phone: [Your Phone]