

Authorization Request for Merchandise Return

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are writing to formally request authorization for the return of merchandise received on [Insert Delivery Date]. The details of the items are as follows:

- Item Name: [Insert Item Name]
- Item Code: [Insert Item Code]
- Quantity: [Insert Quantity]
- Reason for Return: [Insert Reason]

We would appreciate your assistance in processing this return as soon as possible. Please provide us with a return authorization number and any specific return instructions at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]