

Merchandise Return Authorization

Date: [Insert Date]

To: [Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Contact Name],

We are writing to inform you that we need to return the following merchandise due to [reason for return, e.g., defects, incorrect items, etc.]. Please find the details of the items below:

Item Description	SKU	Quantity	Return Authorization Number
[Item Description]	[SKU]	[Quantity]	[RA Number]

We request that you provide us with a Return Merchandise Authorization (RMA) number at your earliest convenience. Once we have the RMA number, we will proceed with the return shipping of the items.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]