

# Vendor Return Authorization Approval

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We are writing to inform you that your request for return authorization for the following items has been approved:

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

Please use the following Return Authorization Number: [Insert RA Number]. Ensure this number is included on all return documentation and packages. The return must be completed by [Insert Return Deadline].

Thank you for your cooperation. If you have any questions, please feel free to contact us at [Insert Contact Information].

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]