

Return Authorization Request

Date: [Insert Date]

To: [Vendor's Name]

Address: [Vendor's Address]

City, State, Zip: [Vendor's City, State, Zip]

Email: [Vendor's Email]

Dear [Vendor's Name],

We are writing to request a product return authorization for the following items:

Item Description	Order Number	Quantity	Reason for Return
[Item Description]	[Order Number]	[Quantity]	[Reason for Return]

Please provide us with the return authorization number and any specific instructions for returning these products.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip]

[Your Email]

[Your Phone Number]