

Vendor Merchandise Return Request

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

From: [Your Name]

Company: [Your Company Name]

Address: [Your Company Address]

Phone: [Your Phone Number]

Email: [Your Email Address]

Dear [Vendor Name],

I hope this message finds you well. I am writing to formally request a return of the merchandise listed below:

Item Description	Quantity	Order Number	Reason for Return
[Item 1 Description]	[Quantity]	[Order Number]	[Reason]
[Item 2 Description]	[Quantity]	[Order Number]	[Reason]

Please let us know the process for returning these items, along with any necessary shipping instructions or documentation required. We appreciate your assistance in handling this matter promptly.

Thank you for your attention to this request. We look forward to your swift response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]