

# Vendor Return Merchandise Procedures

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Return Merchandise Procedures

Dear [Vendor Contact Name],

We are writing to outline the procedures for returning merchandise to your company. Please review the following steps to ensure a smooth return process:

1. **Notification:** Notify us via email at [Your Email] or by phone at [Your Phone Number] within [X days] of receipt of the merchandise to initiate the return process.
2. **Return Authorization:** Upon notification, we will provide a Return Authorization (RA) number that must be included with the returned items.
3. **Packaging:** Ensure that all items are securely packaged to prevent damage during transit. Include the RA number on the outside of the package.
4. **Shipping:** Ship the merchandise to the address provided in the RA confirmation email. Please retain the shipping receipt for your records.
5. **Refund/Replacement:** Once we receive the returned items, we will process the refund or replacement within [X days].

If you have any questions or require further assistance, please don't hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]