

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the return policy for construction materials purchased from your company. As I am in the process of planning my construction project, it is crucial for me to understand the guidelines and procedures regarding returns and exchanges of materials.

Specifically, I would like to know:

- What is the time frame for returning materials?
- Are there any specific conditions that need to be met for a return to be accepted?
- If a material is damaged or defective, what steps should I follow?

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

Sincerely,

[Your Name]