

Return Authorization for Damaged Goods

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a return authorization for [describe the damaged goods, e.g., "a ceramic vase"] that I received on [insert date of receipt]. Upon opening the package, I noticed that the item was [describe the damage, e.g., "shattered and unusable"].

According to your return policy, I believe I am eligible for a return and replacement of the damaged item. I have attached photos of the damage along with the original invoice for your reference.

Please provide me with the necessary return authorization and instructions on how to proceed with the return.

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

Sincerely,

[Your Name]