

Reverse Logistics Inquiry

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to inquire about the return process for damaged goods we received under the following details:

- **Order Number:** [Insert Order Number]
- **Product Name:** [Insert Product Name]
- **Quantity:** [Insert Quantity]
- **Date of Receipt:** [Insert Date]

Unfortunately, the products arrived in a damaged condition. We request guidance on how to proceed with returning these items to you. Please provide information on:

- The return authorization process
- The address for returns
- Any necessary documentation
- Buffer timelines for processing

Thank you for your attention to this matter. We look forward to your prompt response so we can resolve this issue efficiently.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]