

Return Merchandise Authorization (RMA) Request

Date: [Insert Date]

From: [Your Name]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

[City, State, Zip Code]

Subject: RMA Request for [Product Name/Model Number]

Dear [Supplier's Contact Name],

I am writing to formally request a Return Merchandise Authorization (RMA) for the [Product Name/Model Number] purchased on [Purchase Date] under Invoice Number [Invoice Number].

Unfortunately, upon receipt of the product, we have encountered the following issue(s): [Brief description of the issue].

As per our agreement and your return policy, I am requesting an RMA number to facilitate the return and replacement of the defective product. Please let me know the next steps to proceed with this process.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]