

Notice of Return

Date: [Insert Date]

To: [Supplier's Name]

Address: [Supplier's Address]

From: [Your Company Name]

Address: [Your Company Address]

Order Number: [Insert Order Number]

Invoice Number: [Insert Invoice Number]

Dear [Supplier's Name],

We are writing to inform you that we need to return the following merchandise:

- Item Description: [Item Name]
- Quantity: [Insert Quantity]
- Reason for Return: [Explain Reason]
- Return Authorization Number: [Insert Number]

We kindly ask you to process this return at your earliest convenience. Please let us know if you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]