

Request for Return Merchandise Authorization

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

I hope this message finds you well. I am writing to formally request a Return Merchandise Authorization (RMA) for the following items that we received from your company:

- Item Description: [Description]
- Item Number: [Item Number]
- Quantity: [Quantity]
- Invoice Number: [Invoice Number]
- Reason for Return: [Reason]

We would appreciate your prompt assistance in this matter and request that you provide us with the RMA number and any instructions necessary for returning the items. Please let us know if you need any additional information from our side.

Thank you for your attention to this request. We look forward to your swift response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]