

Return Merchandise Authorization (RMA)

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Contact: [Supplier Contact Information]

Dear [Supplier Name],

We are writing to request a Return Merchandise Authorization (RMA) for the following items:

Item Number	Description	Quantity	Reason for Return
[Item Number 1]	[Description 1]	[Quantity 1]	[Reason 1]
[Item Number 2]	[Description 2]	[Quantity 2]	[Reason 2]

Please provide us with the RMA number and any specific instructions for returning these items.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]