

Supplier Authorization for Merchandise Return

Date: [Insert Date]

To: [Supplier Name]

Supplier Address: [Supplier Address]

Dear [Supplier Name],

This letter serves as a formal authorization for the return of merchandise purchased from your company. The details of the items to be returned are as follows:

Item Description	Quantity	Order Number
[Item Description 1]	[Quantity 1]	[Order Number 1]
[Item Description 2]	[Quantity 2]	[Order Number 2]

Please provide us with the necessary return authorization number and instructions for shipping the merchandise back to you. We aim to process this return in a timely manner, and your cooperation is greatly appreciated.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]