

Supplier Return Approval Request

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Request for Approval of Return

Dear [Supplier Contact Name],

We are writing to formally request the approval for the return of [describe items, e.g., "100 units of Product X"] due to [reason for return, e.g., "defective items", "wrong shipment"] as detailed below:

- **Item Description:** [Insert item description]
- **Quantity:** [Insert quantity]
- **Order Number:** [Insert order number]
- **Invoice Number:** [Insert invoice number]
- **Purchase Date:** [Insert purchase date]

We kindly ask for your approval to return these items as per our agreement. Attached are copies of the relevant documents including the invoice and photographs of the items.

Please respond at your earliest convenience so we can proceed with the return process. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]