

# Supplier Return Authorization Request

**Date:** [Insert Date]

**To:** [Supplier Name]

**Address:** [Supplier Address]

**From:** [Your Name]

**Company:** [Your Company Name]

**Address:** [Your Company Address]

**Phone:** [Your Phone Number]

**Email:** [Your Email Address]

**Subject: Return Authorization Request**

Dear [Supplier Name],

I am writing to request a Return Authorization for the following items received on [Insert Receipt Date]:

Item Number	Description	Quantity	Reason for Return
[Insert Item Number]	[Insert Item Description]	[Insert Quantity]	[Insert Reason]

We would appreciate it if you could provide us with a Return Authorization number at your earliest convenience. Please let us know the steps we need to follow to return these items.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]