

# Return Merchandise Authorization (RMA) Request

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

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

## Product Details

Item Description	SKU	Quantity	Reason for Return
[Description of Item 1]	[SKU 1]	[Quantity 1]	[Reason 1]
[Description of Item 2]	[SKU 2]	[Quantity 2]	[Reason 2]

Please provide us with the RMA number and any special instructions for returning the items. We appreciate your prompt attention to this matter and look forward to resolving this issue quickly.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]