

Date: \_\_\_\_\_

To:

Retailer Name: \_\_\_\_\_

Retailer Address: \_\_\_\_\_

**Subject: Return Authorization for Retail Goods**

Dear Sir / Madam,

We are writing to request authorization to return the following goods purchased from your store:

Item Description	Quantity	Invoice No.	Reason for Return

Kindly approve the return authorization and advise on the process for returning these goods and receiving credit or replacement as applicable.

Thank you for your prompt attention to this matter.

Sincerely,

\_\_\_\_\_  
Authorized Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_