

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: _____