

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

To:

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Subject: Returned Item Authorization Request

Dear Sir/Madam,

We kindly request your authorization for the return of the following item(s):

Customer Name: \_\_\_\_\_  
Order/Invoice Number: \_\_\_\_\_  
Product Name/Description: \_\_\_\_\_  
Quantity: \_\_\_\_\_  
Reason for Return: \_\_\_\_\_  
Requested Action: ☐ Replacement ☐ Refund ☐ Repair

Kindly provide a Returned Item Authorization (RIA) number and advise on the procedure to be followed. We look forward to your prompt response.

Sincerely,

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Position/Title)

\_\_\_\_\_  
(Company Name)