

Date: _____

To:

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)