[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: RETURN OF GOODS ON APPROVAL**

Dear [CONTACT NAME],

Please be informed that we have decided to return the accompanying goods received from you on approval.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]