

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Authorization for Late Return

Dear :

Your authorization is required for a late return. The customer reported that they were out of town and unable to return the order by the requested date. Due to the extent of lateness, your approval is needed to allow this return.

If you have any questions, please do not hesitate to contact me regarding this return. Thank you for your assistance in this matter.

Sincerely,

N A M E