

Product Return Acceptance Letter

Date: [Insert Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

We have received your request for a return claim regarding the product [Product Name] purchased on [Purchase Date]. We appreciate your prompt communication and are sorry to hear that the product did not meet your expectations.

After reviewing your claim, we are pleased to inform you that we accept your request for a return. Please follow the instructions below to proceed with the return:

- Package the product securely in its original packaging.
- Include a copy of your receipt and a note that states the reason for the return.
- Send the package to the following address:
- [Company Return Address]

Once we receive the returned item, we will process your refund or replacement as per our return policy.

Thank you for your understanding. If you have any questions or need further assistance, please do not hesitate to contact us at [Customer Service Phone Number] or [Customer Service Email].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]