

Return Authorization Acknowledgment

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Customer Address: [Insert Customer Address]

Email: [Insert Customer Email]

Phone: [Insert Customer Phone]

Dear [Customer Name],

Thank you for contacting us regarding your return request. We are writing to confirm that we have received your request for return authorization for the product [Insert Product Name, Model, or Order Number].

Your Return Authorization Number is: [Insert RA Number]. Please include this number on the return label when sending back the item to expedite processing.

We appreciate your prompt attention to this matter and look forward to resolving it as quickly as possible. Should you have any questions or need further assistance, feel free to reach out to us at [Insert Company Phone Number] or [Insert Company Email].

Thank you for choosing [Insert Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone]

[Company Email]