

Product Return Acceptance Notice

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Customer Address: [Insert Customer Address]

Order Number: [Insert Order Number]

Dear [Customer Name],

We are writing to inform you that we have successfully received your request for product return for the item(s) listed below:

- Product Name: [Insert Product Name]
- SKU: [Insert SKU]
- Return Reason: [Insert Reason]

We have processed your return and it has been approved. Please follow the instructions below to complete the return process:

1. Package the item securely in its original packaging.
2. Attach the return shipping label provided.
3. Drop off the package at your nearest [Courier Service] location.

Once we receive the returned item, we will initiate a refund to your original payment method within [Insert Time Frame].

If you have any further questions, feel free to contact our customer service team at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Company Name]

[Your Company Contact Information]