

Return Policy Inquiry

Dear [Customer Service Team/Specific Contact Name],

I hope this message finds you well. I am writing to inquire about the return policy for an online purchase I made on [Purchase Date]. The order number is [Order Number].

Could you please provide me with information regarding the terms and conditions for returns, including the time frame allowed for returns, any required documentation, and whether I will be responsible for return shipping costs?

Thank you for your assistance. I look forward to your prompt response.

Best regards,
[Your Name]
[Your Email Address]
[Your Phone Number]