

# Return Acceptance Letter

Date: [Insert Date]

To: [Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

Thank you for contacting us regarding your recent purchase of clearance items. We appreciate your understanding and patience during this process.

We are pleased to inform you that your request for the return of the following item(s) has been accepted:

- Item Name: [Item Name]
- Order Number: [Order Number]
- Purchase Date: [Purchase Date]
- Return Reason: [Reason for Return]

To complete your return, please send the item(s) to the following address:

[Return Address]

Once we receive the returned item(s), we will process your refund/exchange promptly.

If you have any questions or require further assistance, please feel free to contact us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]