

Return Acceptance Letter

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Customer Address: [Insert Customer Address]

Dear [Customer Name],

We acknowledge the receipt of your request for a return of the product(s) purchased on [Insert Purchase Date]. After reviewing your complaint regarding [Insert Reason for Return], we are pleased to inform you that your return request has been accepted.

Please follow the instructions below to ensure a smooth return process:

- Pack the product securely in its original packaging.
- Include a copy of your invoice or order confirmation.
- Ship the package to the following address: [Insert Return Address].

Once we receive the returned items, you will be issued a refund to the original payment method within [Insert Time Frame].

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

Thank you for your understanding, and we appreciate your business.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]