

Return Acceptance Letter

Date: [Insert Date]

To,

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

Thank you for contacting us regarding the damaged goods you received. We sincerely apologize for any inconvenience this may have caused.

We have processed your return request and are hereby accepting the return of the following items:

- [Item Description 1]
- [Item Description 2]
- [Item Description 3]

Please use the following return authorization number when shipping the items back to us:
[Return Authorization Number].

We appreciate your cooperation and look forward to resolving this matter promptly. Once we receive the returned items, we will issue a refund or send a replacement, as per your preference.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]