

Purchase Return Acceptance Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

We are writing to confirm the acceptance of your return request for the defective items purchased on [Purchase Date]. The details of the items are as follows:

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

We appreciate your cooperation in following our return policy and have processed the return accordingly. Please ensure that the items are shipped back to us by [Return Deadline].

Once we receive the returned items, we will process your refund/replacement as per our policy.

Thank you for your understanding and support.

Sincerely,
[Your Name]
[Your Position]
[Company Name]