

# Purchase Return Acceptance Letter

Date: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Customer Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Dear [Customer Name],

Thank you for shopping with us at [Store Name]. We have received your request to return the following item(s):

- Item Name: \_\_\_\_\_
- Item Code: \_\_\_\_\_
- Purchase Date: \_\_\_\_\_
- Return Reason: \_\_\_\_\_

We are pleased to inform you that your return has been accepted. You can return the item(s) to our store located at [Store Address]. Please bring this letter along with the item(s) in their original packaging for a smooth return process.

If you have any questions, feel free to contact us at [Contact Information].

Thank you for your continued patronage!

Sincerely,

[Your Name]

[Your Position]

[Store Name]

[Store Contact Information]