

# Return Acceptance Letter

Date: [Insert Date]

To: [Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

We are writing to confirm the acceptance of your return request for the merchandise purchased on [Purchase Date]. We appreciate your business and are happy to assist you in exchanging the item.

Details of the return:

- Order Number: [Order Number]
- Item Description: [Item Description]
- Return Reason: [Return Reason]

Please proceed with sending the item back to our return address:

[Company Return Address]

Once we receive the item, we will process the exchange promptly and notify you of the new tracking information.

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

Thank you for choosing [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Phone Number]

[Company Email Address]