

Purchase Return Acceptance Letter

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Customer Address: [Insert Customer Address]

Email: [Insert Customer Email]

Order Number: [Insert Order Number]

Dear [Customer Name],

Thank you for contacting us regarding your recent order. We have received your request to return the purchased item(s) and are pleased to inform you that your return has been approved.

Details of the return:

- Item(s) to be returned: [List of Items]
- Return Authorization Number: [Insert Authorization Number]
- Return Shipping Address: [Insert Shipping Address]

Please ensure that the items are packed securely and include a copy of this letter in the return package. We recommend using a trackable shipping service to return the items.

Once we receive your returned item(s), we will process your refund/exchange as per our return policy.

If you have any further questions, feel free to reach out to our customer service team at [Insert Contact Information].

Thank you for shopping with us!

Sincerely,

[Your Company Name]

[Your Company Contact Information]