

# Purchase Return Acceptance

Dear [Customer's Name],

Thank you for reaching out to us regarding your recent purchase of [Product Name]. We are sorry to hear that it did not meet your expectations.

We have received your return request and we are happy to accept your return. Please follow the instructions below to complete the return process:

- Package the item securely in its original packaging.
- Include a copy of the purchase receipt.
- Ship the item to the following address: [Return Address]

Once we receive the returned item, we will process your refund of [Refund Amount] within [Time Frame]. If you have any further questions or need assistance, feel free to contact us at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]