

Purchase Return Acceptance Letter

Date: [Insert Date]

To,

[Customer Name]

[Customer Address]

[City, State, ZIP Code]

Dear [Customer Name],

Thank you for contacting us regarding the incorrect item you received in your recent order number [Insert Order Number]. We apologize for any inconvenience this may have caused.

We have reviewed your request for a return, and we are pleased to inform you that your return for the wrong item has been accepted. Please follow the instructions below to return the item:

- Ensure the item is in its original packaging and unused.
- Package the item securely and include a copy of this letter.
- Ship the item to the following address:

[Return Address Here]

Once we receive the returned item, we will process your refund or send you the correct item, as per your preference.

If you have any further questions or need assistance, please feel free to contact us at [Customer Service Phone Number] or [Email Address].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]