

# Return Authorization Letter

Date: [Insert Date]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

Thank you for reaching out to us regarding the damaged merchandise you received. We apologize for any inconvenience this may have caused and are here to assist you with the return process.

To proceed with your return, please find the return authorization details below:

**Return Authorization Number:** [Insert RA Number]

**Item(s) to be Returned:**

- [Item Description 1] - [Quantity]
- [Item Description 2] - [Quantity]

Please package the item(s) securely in their original packaging, if possible. Include this letter inside the package. The return address is as follows:

[Company's Return Address]

[City, State, Zip Code]

Once we receive the returned item(s), we will process your return and issue a replacement or refund as per your request.

If you have any further questions or need assistance, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding and for being a valued customer.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]