

# Product Return Authorization

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Address: [Insert Customer Address]

City, State, Zip: [Insert City, State, Zip]

Dear [Customer Name],

We are sorry to hear that you have encountered a problem with your purchase of [Product Name]. We understand how important it is to receive merchandise that meets your expectations.

We are pleased to provide you with a Return Authorization for the defective item. Please follow the instructions below to return the product:

1. Pack the item securely in its original packaging, if possible.
2. Include a copy of this authorization letter with your return.
3. Ship the item to the following address:

[Insert Return Address]

Your Return Authorization Number is: [Insert RA Number]

Once we receive the returned item, we will process your request for a refund or replacement, as per your preference.

Thank you for your understanding. If you have any questions, please feel free to contact us at [Insert Contact Information].

Sincerely,

[Your Company Name]

[Your Company Contact Information]