

Product Return Authorization

Date: [Insert Date]

To: [Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

We apologize for the inconvenience caused due to the missing parts in your recent order of [Product Name/Model]. To ensure a smooth return process, we have issued a Product Return Authorization (PRA) for the missing items.

Return Details:

Order Number: [Order Number]

Missing Parts: [List of Missing Parts]

Authorization Number: [Authorization Number]

Return Instructions:

1. Please package the product securely.
2. Include a copy of this authorization letter in the package.
3. Ship the package to the following address:

[Company's Return Address]

Once we receive the returned item, we will process your request for the missing parts promptly.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]