

# Return Policy for Telecom Equipment

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Dear [Customer Name],

Thank you for your purchase of telecom equipment from [Company Name]. We strive to provide quality products and excellent service. If you are not completely satisfied with your purchase, please review our return policy below.

## Return Eligibility

- Items must be returned within [insert number] days of purchase.
- The item must be in its original condition, including all packaging, accessories, and manuals.
- Proof of purchase is required for all returns.

## Return Process

1. Contact our customer service at [insert contact information] to initiate the return.
2. Pack the item securely in its original packaging.
3. Include a copy of your receipt and a brief explanation of the reason for the return.
4. Ship the item to the following address: [Insert Return Address]

## Refund Policy

Refunds will be processed within [insert number] days of receiving the returned item. The refund will be issued to the original payment method.

If you have any questions or concerns regarding our return policy, please do not hesitate to reach out to us.

Thank you for choosing [Company Name].

Sincerely,  
[Your Name]  
[Your Title]  
[Company Name]  
[Contact Information]