

Important Update: Changes to Our Return and Refund Policy

Dear Valued Customer,

We hope this message finds you well. We are writing to inform you about important updates to our Return and Refund Policy that will take effect on **[Effective Date]**.

At **[Your Company Name]**, we are committed to providing the best shopping experience possible. Following careful consideration, we have made changes to our policy to serve you better.

Key Changes Include:

- **Extended Return Period:** You will now have **[Number of Days]** days to return items.
- **Restocking Fee:** A restocking fee of **[Percentage or Amount]** will apply to certain items.
- **Online Purchases:** Items purchased online must be returned via our online return system.

For full details of our updated Return and Refund Policy, please visit our website at [\[Insert URL\]](#).

If you have any questions or concerns regarding these changes, please feel free to reach out to our customer service team at **[Customer Service Contact Information]**.

Thank you for being a valued customer and for your understanding as we implement these updates.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Contact Info]