

Return Policy Clarification

Date: [Insert Date]

Dear [Customer's Name],

Thank you for reaching out regarding our return policy. We appreciate your feedback and would like to clarify our policy to ensure a smooth return process for you.

Return Policy Overview

Our return policy allows customers to return items within [insert number] days of purchase for a full refund. Items must be in their original condition with tags still attached.

How to Return an Item

1. Pack the item securely in its original packaging.
2. Include the receipt or proof of purchase.
3. Ship the item to the following address: [Insert Address]

Exceptions

Please note that certain items are non-returnable, including [insert list of non-returnable items].

If you have further questions or need assistance, please feel free to contact our customer service team at [insert contact information].

Thank you for choosing [Your Company Name].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]