

Request for Clarification on Return and Exchange Policy

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding your return and exchange policy as it pertains to my recent purchase.

Order Number: [Your Order Number]

Specifically, I would like to understand the following:

- The timeframe for initiating a return or exchange.
- The condition items must be in to qualify for a return or exchange.
- If there are any restocking fees associated with returns.
- The process for obtaining a return shipping label.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]