

# Return Acceptance Letter

Date: [Insert Date]

To: [Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

Thank you for contacting us regarding the defect in your recent purchase of [Product Name]. We sincerely apologize for any inconvenience this may have caused.

We would like to inform you that your request for the return of the defective item has been accepted. Please follow the instructions below to return the product:

- Package the item securely in its original packaging.
- Include a copy of your original receipt or proof of purchase.
- Ship the package to the following address:

[Return Address]

Once we receive the returned product, we will issue a refund or replacement as per your preference. If you have any further questions, please do not hesitate to contact us at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Email]