

Notification of Defective Product Return Approval

Date: [Insert Date]

Dear [Customer Name],

Thank you for reaching out to us regarding the defective product received. We understand how important this matter is and appreciate your patience.

We are pleased to inform you that your request for the return of the defective product has been approved. Please find below the details regarding the return:

Product Name: [Product Name]

Order Number: [Order Number]

Return Authorization Number: [RA Number]

Return Shipping Address: [Return Address]

To complete the return process, please follow these steps:

1. Pack the defective item securely.
2. Include a copy of this notification in the package.
3. Ship the package to the address provided above.

Once we receive the product, we will process a replacement or refund as per our policy.

If you have any questions or need further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]