

# Customer Return Rights Notification

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Email: [Customer Email]

**Dear [Customer Name],**

Thank you for your recent purchase from [Company Name]. We value your satisfaction and want to inform you of your rights regarding returns.

## **Return Policy**

You may return any item purchased from [Company Name] within [number of days] days from the date of receipt for a full refund or exchange. The following conditions apply:

- Items must be in their original condition, unwashed and unused.
- All tags and packaging must be included.
- Some items, such as [specific items], are non-returnable.

## **How to Initiate a Return**

To start a return, please follow these steps:

1. Contact our customer service team at [Customer Service Email] or [Customer Service Phone Number].
2. Provide your order number and details of the item(s) you wish to return.
3. Obtain a return authorization and follow the instructions provided.

## **Refund Process**

Once we receive your returned item, we will process your refund within [number of days] business days. The refund will be issued to your original payment method.

If you have any further questions, feel free to reach out to our customer service team. Thank you for choosing [Company Name]!

**Sincerely,**

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]