

# Return Process Instructions

Dear [Customer Name],

Thank you for your purchase at [Store Name]. We're sorry to hear that you would like to return your item. Below are the instructions for our return process:

## Return Instructions:

1. Review our return policy on the [Store Name] website to ensure your item is eligible for return.
2. Package the item securely, including all original packaging, accessories, and receipts.
3. Fill out the return form included in your package or download it from our website.
4. Attach the prepaid return shipping label (if provided) to the package.
5. Drop off the package at the designated carrier location or schedule a pickup.

Once we receive your return, we will process your refund/exchange within [number] business days.

If you have any questions about the return process, please don't hesitate to contact our customer service team at [Phone Number] or [Email Address].

Thank you for choosing [Store Name]. We appreciate your understanding.

Sincerely,  
[Your Name]  
[Your Position]  
[Store Name]