Terms and Conditions for Returns

Dear [Customer's Name],

Thank you for your purchase with [Company Name]. We hope you are satisfied with your order. However, if you are not completely happy with your purchase, we offer a simple return process.

Return Policy

Our return policy lasts [number of days] days from the date of receipt. To be eligible for a return, your item must be unused, in the same condition that you received it, and in its original packaging.

To initiate a return

1. Contact our customer service at [Customer Service Email/Phone Number].
2. Provide your order number and reason for return.
3. Follow the instructions provided to return your item.

Refund Process

Once we receive your returned item, we will inspect it and notify you of the approval or rejection of your refund. If approved, your refund will be processed, and a credit will automatically be applied to your original payment method within a certain number of days.

Exceptions

Some items cannot be returned such as [list any non-returnable items]. Please ensure to check your purchase before initiating a return.

If you have any questions regarding our return policy, please feel free to contact us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Info]