

Return Approval Letter

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

We have received your request for returning the merchandise purchased on [Purchase Date], and after reviewing your case, we are pleased to inform you that your return has been approved.

Please follow the instructions below to return the merchandise:

- Pack the item securely in its original packaging.
- Include all accessories, manuals, and documentation.
- Attach the return label provided with this letter.
- Ship the package to the following return address:
- [Return Address]

Once we receive the returned merchandise, we will process your refund/replacement within [insert processing time].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]