

# Letter of Clarification on Return Policy Compliance

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

City, State, Zip: [Recipient's City, State, Zip]

Dear [Recipient's Name],

We are writing to clarify our return policy compliance regarding the recent inquiry about your return request for order number [Insert Order Number].

According to our return policy, items must be returned within [Insert Time Frame] of purchase, and they should be in their original condition, including all tags and packaging. We understand that you may have concerns regarding this policy, and we want to ensure that you feel supported throughout the process.

If you have any additional questions or require further assistance, please do not hesitate to contact our customer support team at [Insert Contact Information].

Thank you for your understanding and for being a valued customer. We appreciate your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]