

# Return and Refund Request

Dear [Customer's Name],

Thank you for your recent purchase from [Your Company Name]. We are sorry to hear that you wish to return your item.

Please follow the instructions below to initiate the return and refund process:

1. Ensure the item is in its original condition and packaging.
2. Complete the Return Authorization Form attached.
3. Package the item securely and include the Return Authorization Form inside the package.
4. Ship the package to the following address:

[Your Return Address]

5. Once we receive the returned item, we will process your refund within [X] business days.

If you have any questions or need further assistance, please do not hesitate to contact our support team at [Support Email/Phone Number].

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]