

Product Return Notice

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Dear [Customer Name],

We have received your request for a return of the following product:

- Product Name: [Insert Product Name]
- Order Number: [Insert Order Number]
- Purchase Date: [Insert Purchase Date]

Please ensure the product is in its original condition and packaging. To proceed with the return, please follow these steps:

1. Pack the product securely.
2. Include a copy of this notice in the package.
3. Send the package to the following address:

[Return Address]

Upon receipt of the returned product, we will process your refund/exchange within [X] business days.

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Contact Information]