

Return Policy Clarification

Dear [Customer's Name],

Thank you for reaching out to us regarding our return policy. We appreciate your inquiry and are happy to clarify our policies for you.

Return Policy Overview

Our return policy allows customers to return items within [number] days of the purchase date. Please ensure that items are in their original condition, and include all packaging and tags.

Return Process

To initiate a return, please follow these steps:

1. Contact our customer service at [customer service email/phone number] to request a return authorization.
2. Package the item securely and include the return authorization slip.
3. Ship the item back to us at the following address: [Return Address].

Refund Processing

Refunds will be processed within [number] business days of receiving the returned item. The refund will be issued to the original payment method.

We want to ensure you're completely satisfied with your purchase. If you have any further questions, feel free to reach out.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Position]
[Company Name]