

Return Authorization Letter

Date: [Insert Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

Thank you for reaching out to us regarding your recent purchase from [Store Name]. We understand that sometimes a product may not meet your expectations, and we are here to help.

Your request for return authorization has been approved. Below are the details for returning your product:

- Order Number: [Insert Order Number]
- Product Name: [Insert Product Name]
- Return Authorization Number: [Insert RA Number]
- Return Shipping Address: [Insert Return Address]

Please ensure that the product is returned in its original packaging along with all accessories. We recommend using a trackable shipping service for your return.

Once we receive the returned item, we will process your refund/exchange within [insert number of days].

If you have any questions or need further assistance, please feel free to contact us at [Customer Service Phone Number] or [Customer Service Email].

Thank you for choosing [Store Name]. We appreciate your business!

Sincerely,

[Your Name]

[Your Position]

[Store Name]

[Store Contact Information]