

Return and Exchange Policy Notification

Dear [Customer's Name],

Thank you for your recent purchase with us. We value your satisfaction and want to inform you of our return and exchange policy.

Return Policy

If you are not completely satisfied with your purchase, you may return it within [X] days of receipt for a full refund. Please ensure the items are unused and in their original packaging.

Exchange Policy

If you wish to exchange an item, please notify us within [X] days of receipt. Exchanges are subject to availability.

How to Process a Return or Exchange

1. Contact our customer service at [Customer Service Email] or [Customer Service Phone Number].
2. Provide your order number and reason for the return/exchange.
3. Follow the instructions provided by our team for shipping your item back.

If you have any further questions, please do not hesitate to reach out to us.

Thank you for choosing [Your Company Name].

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