

Return and Exchange Policy Summary

Date: [Insert Date]

Dear [Customer's Name],

Thank you for your recent purchase from [Company Name]. We appreciate your business and are committed to ensuring your satisfaction. Below is a summary of our return and exchange policy:

Return Policy

- Items can be returned within [number] days from the date of receipt.
- Please ensure that the items are unworn, unwashed, and in their original packaging.
- Customers are responsible for return shipping costs unless the item is defective or incorrect.

Exchange Policy

- Exchanges are accepted for items of equal value within [number] days of receipt.
- To process an exchange, please contact our customer service at [Customer Service Email/Phone Number].

Refunds

- Refunds will be processed to the original payment method within [number] business days of receiving the returned item.
- Original shipping fees are non-refundable.

If you have any questions regarding our return and exchange policy, please do not hesitate to reach out to us.

Thank you for shopping with us!

Sincerely,

[Your Name]
[Your Position]
[Company Name]