

# Return Authorization Letter

Date: [Insert Date]

To: [Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

Thank you for your recent purchase from our online store. We are sorry to hear that you would like to return your order.

To process your return, please find your Return Authorization Number below:

**Return Authorization Number: [Insert RA Number]**

Instructions for Return:

1. Clearly write the Return Authorization Number on the package.
2. Include all original paperwork and packaging.
3. Return the item within [Insert Return Period] days.

Please send your return to the following address:

[Company Address]

[City, State, Zip Code]

If you have any questions or need further assistance, please do not hesitate to contact our customer service team at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]