

Return Shipment Follow-Up

Dear [Customer's Name],

I hope this message finds you well. This is a friendly follow-up regarding your recent return shipment for order #[Order Number]. We wanted to confirm that we have received your returned item(s) and are processing your request.

Your return was initiated on [Return Initiation Date], and we are currently reviewing the return for [Reason for Return, if applicable]. You can expect to receive confirmation of your refund or exchange by [Expected Date].

If you have any further questions or need assistance, please do not hesitate to reach out to our customer service team at [Customer Service Email] or [Customer Service Phone Number]. We are here to help!

Thank you for your understanding and patience during this process.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]