

Product Return Authorization for Damaged Merchandise

Dear [Customer Name],

We are sorry to hear that you received damaged merchandise. To resolve this issue, we have initiated a product return authorization.

Please follow the instructions below:

1. Pack the damaged item securely in its original packaging.
2. Include a copy of your purchase receipt and this authorization letter inside the package.
3. Use the prepaid return label provided below to ship the item back to us:

Return Label: **[Insert Return Label or Link]**

Once we receive the returned merchandise, we will process your refund or replacement as requested. Please allow up to [X days] for the processing time.

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

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Email]