

Product Return Authorization

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Customer Address: [Insert Customer Address]

City, State, Zip: [Insert City, State, Zip]

Email: [Insert Customer Email]

Phone: [Insert Customer Phone Number]

Dear [Customer Name],

Thank you for contacting us regarding your recent purchase. We strive for your satisfaction, and we understand that sometimes products may not meet your expectations. To process your return under our satisfaction guarantee, please follow the instructions below:

Return Instructions

1. Please ensure the product is in its original packaging and condition.
2. Complete the return form included with this letter.
3. Package the product securely and include the completed return form.
4. Send the package to the following address:

[Insert Return Address]

Once we receive your returned product, we will process your return within [Insert Time Frame] days. A confirmation will be sent to your email address.

If you have any questions or need further assistance, please do not hesitate to contact our customer service team at [Insert Customer Service Phone Number] or [Insert Customer Service Email].

Thank you for your understanding and for being a valued customer.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Phone Number]

[Company Email]