

# Return Authorization Form

Date: **[Insert Date]**

To: **[Customer Name]**

Address: **[Customer Address]**

Email: **[Customer Email]**

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

Dear **[Customer Name]**,

We have received your request to return the following unused merchandise:

- Item Description: **[Insert Item Name]**
- Order Number: **[Insert Order Number]**
- Purchase Date: **[Insert Purchase Date]**

We are pleased to provide you with a Return Authorization Number. Please follow the instructions below to complete your return:

1. Pack the item securely in its original packaging.
2. Include a copy of this letter in the package.
3. Write the Return Authorization Number on the outside of the package.
4. Ship the package to the address provided below.

Return Shipping Address:

**[Insert Return Address]**

Please note that all returns must be received within **[Insert Return Period]** days of the issuance of this authorization. If you have any questions or concerns, feel free to contact us at **[Insert Contact Information]**.

Thank you for your prompt attention to this matter.

Sincerely,

**[Your Company Name]**

**[Your Company Address]**

**[Your Company Phone]**

[Your Company Email]