

Return Authorization Notice

Date: [Insert Date]

To: [Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

We have received your request for a return authorization due to unsatisfactory quality of the product [Product Name/ID]. We take pride in the quality of our products and apologize for any inconvenience this may have caused.

Your return authorization number is: [Return Authorization Number]

To proceed with the return, please follow these instructions:

- Package the product securely in its original packaging.
- Include a copy of this letter and the original receipt.
- Ship the package to the following address:
- [Returns Department Address]

Please note that return shipping costs are the responsibility of the customer unless otherwise specified.

Upon receipt of the returned product, we will initiate a refund or exchange as per your preference.

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

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]