

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that the deadline for returning any merchandise is approaching. Please note that the end-of-returns date is [Insert Date].

We kindly ask you to ensure that any returns are initiated before this date to avoid any inconvenience. For more information regarding our return policy, please visit our website or contact our customer service team.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Company]
[Contact Information]