

Return Policy Clarification

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding the return policy of [Company's Name]. I recently made a purchase on [Purchase Date] and I would like to understand the process for returning an item.

Specifically, I would appreciate any details on the following:

- Timeframe for returns
- Condition in which the items must be returned
- Whether shipping costs are covered
- Necessary documentation for the return

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]