

# Return Authorization Acknowledgment

Date: [Insert Date]

To: [Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

Thank you for your request for a return authorization of your order #[Order Number]. We acknowledge receipt of your request and are processing it.

Your return authorization number is: [RA Number]. Please reference this number in any correspondence regarding your return.

Please ensure that the item(s) are returned in their original condition, including all packaging materials and accessories, within [insert number] days of this acknowledgment.

For your convenience, we have included a return shipping label with this email. Please attach it to your return package.

If you have any questions or need further assistance, feel free to contact us at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Phone Number]

[Company Email]