Sample Product Return Approval Letter

[Your Name]

[Your Title]

[Customer Service Department Name]

[Company/Organization Name]

[Organization Address]

[City, State, ZIP Code]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, ZIP Code]

Dear [Customer's Name],

Subject: Product Return Approval

We acknowledge your request for the return of [Product Name] under our return policy. We are committed to ensuring customer satisfaction and will process your return accordingly.

Please review the attached return authorization details, including instructions for packaging and shipping the product. If you have any questions or require further assistance, please contact our customer service department.

We appreciate your understanding and value your continued support.

Sincerely,

[Your Name]

[Your Title]