

Professional Return Confirmation Email

Subject: Return Request Acknowledged - Order #[ORDER_NUMBER]

Dear [Customer Name],

Thank you for contacting us regarding your return request for [Item Description] purchased on [Date]. We have received and processed your return authorization request.

Your return merchandise authorization (RMA) number is: [RMA_NUMBER]. Please include this number on all return packaging and correspondence.

We have confirmed that your item is eligible for return under our return policy. Please package the item securely in its original packaging if available, and ship it to the address provided in the attached return label.

Once we receive and inspect the returned item, we will process your refund within 5-7 business days to your original payment method.

If you have any questions or concerns, please don't hesitate to contact our customer service team at [Contact Information].

Thank you for your business and understanding.

Sincerely,

[Name]

Customer Service Team

[Company Name]

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