

Change of Mind Return Processing Letter

Subject: Return Authorization Approved - Order #[ORDER_NUMBER]

Dear [Customer Name],

We have received your return request for [Item Description] due to change of preference. We completely understand that sometimes products don't meet expectations or circumstances change. Your return has been approved under our standard return policy. Please note the following details:

Return deadline: [Date] (within our 30-day return window)

Condition requirement: Item must be unused and in original packaging

Return shipping: Customer responsibility (return label available for purchase)

Refund processing: 3-5 business days after receipt and inspection

Restocking fee: Not applicable for this return

We have generated RMA #[NUMBER] for your return. Please include this number prominently on your return package.

While we're sorry this item wasn't the right fit, we appreciate your business and hope to serve you better in future purchases.

Best regards,

[Name]

Returns Processing Department

[Company Name]

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