

**Company Name**

Company Address Line 1

Company Address Line 2

Date: \_\_\_\_\_

**To:**

Customer Name

Customer Address Line 1

Customer Address Line 2

**Subject: Product Return Confirmation**

Dear [Customer Name],

This letter is to acknowledge the receipt of your request to return the product detailed below:

- **Product Name:** \_\_\_\_\_
- **Order Number:** \_\_\_\_\_
- **Return Reference:** \_\_\_\_\_
- **Date of Purchase:** \_\_\_\_\_
- **Date of Return Request:** \_\_\_\_\_

We confirm that your return request has been successfully processed. Please follow the instructions below to complete the return:

1. Ensure the product is securely packed in its original packaging.
2. Include all accessories, manuals, and original invoice.
3. Send the package to:  
Return Department  
[Company Name]  
[Company Return Address]
4. Once we receive and verify the returned item(s), we will process your refund or replacement as per our return policy.

If you have any questions, please contact our customer service at [Customer Service Contact Information].

Thank you for your cooperation.

Sincerely,

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[Authorized Signatory Name]

[Designation]

[Company Name]