# Product Return Confirmation

**Purpose:** This document serves as official confirmation of the receipt of a returned product from a customer. It records the return details and outlines the next steps in the returns process, such as a refund or product replacement.

## Customer Details

**Name:** {fullName}  
**Email:** {email}  
**Order Number:** {orderNumber}  
**Date of Return Request:** {returnRequestDate}

## Returned Product Information

|  |  |  |  |
| --- | --- | --- | --- |
| **Product Name** | **SKU** | **Quantity** | **Reason for Return** |
| {#returnedItems}{productName} | {sku} | {quantity} | {returnReason}{/returnedItems} |

## Return Processing Status

**Status:** {returnStatus}  
**Processed By:** {staffMember}  
**Date Processed:** {processedDate}

## Next Steps

{#refundIssued}

**Refund Information:**  
A refund of **{refundAmount}** has been issued to your original payment method.  
Transaction ID: {transactionId}  
Refund Date: {refundDate}

{/refundIssued}

{#replacementShipped}

**Replacement Product Shipment:**  
A replacement for your returned item(s) has been shipped to your original shipping address.  
New Tracking Number: **{trackingNumber}**  
Carrier: {carrier}  
Dispatch Date: {dispatchDate}

{/replacementShipped}

## Customer Support

If you have any questions or concerns regarding your return, please contact our support team at **{supportEmail}** or call **{supportPhone}**.

Thank you for shopping with {storeName}. We appreciate your business and hope to serve you again soon.