

[Your Company Letterhead]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

Subject: Material Return Policy Notification

We hope this message finds you well. We are reaching out to inform you about our material return policy. Due to recent updates, we want to ensure that you are aware of the terms and conditions regarding the return of materials.

1. ****Return Window****: Materials must be returned within [X days] from the date of purchase.

2. ****Condition of Materials****: All returned items must be in [original condition/unused condition] with all tags and packaging intact.

3. ****Return Process****: To initiate a return, please contact our customer service at [customer service phone number/email] for a return authorization number.

4. ****Refund Policy****: Upon receipt and inspection of the materials, refunds will be processed within [X days] to your original payment method.

If you have any questions regarding our return policy, please do not hesitate to contact us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email]