

[Your Company Letterhead]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

Subject: Vehicle Owner Return Policy

Thank you for purchasing your vehicle from [Your Company Name]. We want you to feel secure and confident in your purchase. Below you will find our vehicle return policy that outlines your options.

1. ****Return Period****: You may return the vehicle within [insert number] days from the date of purchase.

2. ****Condition of Vehicle****: The vehicle must be in its original condition, with no damages or alterations. Normal wear and tear is acceptable.

3. ****Documentation****: Please ensure you have all necessary documentation, including the original sales receipt and any warranty papers.

4. ****Return Process****: To initiate a return, please contact our customer service department at [customer service phone number] or [customer service email]. We will guide you through the return process.

5. ****Refund Process****: Once the vehicle is returned and inspected, a refund will be processed within [insert number] business days.

6. ****Exclusions****: Please note that this return policy does not apply to vehicles sold "as-is" or those that have been modified after purchase.

We appreciate your business and are here to help with any questions.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]