

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Return Authorization

Dear :

We recently sold a three-carat princess cut diamond ring in a platinum setting for engagement purposes. However, the customer has contacted us to report that the intended is not pleased with the ring and wishes to return the ring. If this is allowable, please contact me to authorize this return.

Thank you for your help in this matter.

Sincerely,

N A M E