

Acknowledgment of Telecom Equipment Return Request

Date: [Insert Date]

From: [Your Company Name]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are writing to acknowledge the receipt of your request for the return of telecom equipment dated [Insert Request Date].

We appreciate your prompt communication regarding this matter. Our team is currently processing your return request and we will ensure that the equipment is received and assessed in a timely manner.

Please ensure that all items are packaged securely and include any necessary documentation as outlined in our return policy.

If you have any questions or need further assistance, feel free to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]