

Acknowledgment of Returned Electronic Equipment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hereby acknowledge the receipt of the following electronic equipment which has been returned to us:

- Item Description: [Insert Description]
- Serial Number: [Insert Serial Number]
- Quantity: [Insert Quantity]
- Condition: [Insert Condition]

Thank you for your prompt return. If you have any questions or require further assistance, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]