

Return Receipt

Date: **[Insert Date]**

Recipient Name: **[Insert Name]**

Recipient Address: **[Insert Address]**

Items Being Returned:

- Item: **[Insert Item Name]** - Serial Number: **[Insert Serial Number]**
- Item: **[Insert Item Name]** - Serial Number: **[Insert Serial Number]**
- Item: **[Insert Item Name]** - Serial Number: **[Insert Serial Number]**

Return Method:

Method of Return: **[Insert Method]**

Contact Information:

For any inquiries regarding this return, please contact:

Phone: **[Insert Phone Number]**

Email: **[Insert Email Address]**

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]