

Vendor Return Policy Acknowledgment

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

From: [Your Company Name]

Address: [Your Company Address]

Dear [Vendor Name],

We acknowledge the receipt of your return policy details effective [Effective Date]. We have reviewed the terms and conditions and understand the following:

- Items eligible for return must be received within [X days] of purchase.
- Returns must include the original packing slip and be in original condition.
- Refunds will be processed upon inspection of the returned items.
- Shipping costs for returns may be the responsibility of [Your Company Name] or the vendor, as outlined in the policy.

We appreciate your cooperation and look forward to continuing our partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]