

# Retail Purchase Endorsement Letter

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Retail Store Name]  
[Store Address]  
[City, State, Zip Code]

Dear [Retail Store Manager's Name],

I am writing to formally endorse the retail purchase made on [Purchase Date], with receipt number [Receipt Number], for [Item(s) Purchased].

This endorsement is intended to confirm that [Your Name] is transferring the ownership of the purchased item(s) to [New Owner's Name] as of [Endorsement Date]. All rights and responsibilities associated with this purchase are now the responsibility of the new owner.

Both parties agree to this endorsement and can be contacted for any further verification if necessary.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]