

Acceptance Letter for Returned Goods

Date: [Insert Date]

To:

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

We are writing to confirm the acceptance of the returned goods as per your request. We have received the following items:

- Item Name: [Insert Item Name]
- Quantity: [Insert Quantity]
- Order Number: [Insert Order Number]

The return was processed on [Insert Return Processing Date]. If you wish to receive a refund or replacement, please let us know, and we will be happy to assist you further.

If you have any questions, please do not hesitate to contact us at [Insert Contact Information].
Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]