

# Goods Return Request Acknowledgment

Date: [Insert Date]

Dear [Customer's Name],

Thank you for reaching out to us regarding your return request. We have received your request to return the following item(s):

- Product Name: [Insert Product Name]
- Order Number: [Insert Order Number]
- Return Reason: [Insert Reason]

We are currently processing your request and will provide you with further instructions on how to proceed with the return within the next [Insert Time Frame].

If you have any questions in the meantime, please feel free to contact our customer service team at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Contact Information]