

# Confirmation of Returned Construction Supplies

Date: [Insert Date]

To: [Recipient's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as confirmation of the return of construction supplies listed below:

<b>Item Description</b>	<b>Quantity Returned</b>	<b>Return Date</b>
[Item 1 Description]	[Quantity]	[Return Date]
[Item 2 Description]	[Quantity]	[Return Date]

All items have been returned in good condition, and we appreciate your cooperation in facilitating this process. Please let us know if there are any discrepancies.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Phone Number]  
[Your Email Address]