

Damaged Goods Return Acknowledgment

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Customer Address: [Insert Customer Address]

Order Number: [Insert Order Number]

Item Description: [Insert Item Description]

Dear [Customer Name],

Thank you for reaching out to us regarding the damaged goods you received. We sincerely apologize for any inconvenience this may have caused.

This letter serves as an acknowledgment of your request to return the damaged item. We have initiated the return process and have provided you with a return shipping label to facilitate the return.

Please ensure the item is securely packaged, and attach the return label to the package before sending it back to us.

Once we receive the returned item, we will process your refund or replacement as per your preference.

If you have any further questions or concerns, please feel free to contact our customer service team at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]