

# Follow-Up on Pending Returns

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the pending returns that were initiated on [insert date]. As of today, we have not yet received the items back and wanted to check in regarding their status.

If there are any issues or if you require assistance with the return process, please do not hesitate to contact us at your earliest convenience. We appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]