

Acknowledgment of Returned Merchandise

Date: [Insert Date]

Dear [Customer's Name],

Thank you for reaching out to us regarding your recent return. We have received the merchandise you returned on [Insert Return Date].

Below are the details of the returned item:

- Item Name: [Insert Item Name]
- Order Number: [Insert Order Number]
- Return Tracking Number: [Insert Tracking Number]

Your return has been inspected, and it meets our return policy guidelines. We will process your refund/exchange within [Insert Time Frame] and notify you once it has been completed.

If you have any questions, please feel free to contact us at [Insert Contact Information].

Thank you for choosing [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]