

Return Confirmation Letter

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

To:

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

We are writing to confirm that we have received the goods you returned on [Insert Return Date]. Below are the details of the returned items:

- Product Name: [Insert Product Name]
- Product Code: [Insert Product Code]
- Quantity: [Insert Quantity]

Please allow us [Insert Processing Time] to process your return. If applicable, the refund will be credited back to your original payment method.

Thank you for your prompt attention to this matter. If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]