

Item Return Receipt Acknowledgment

Date: [Insert Date]

To: [Customer Name]

[Customer Address]

Dear [Customer Name],

Thank you for returning the item(s) listed below. We have received your return and are processing it accordingly.

Returned Item(s):

- Item Name: [Insert Item Name]
- Item Description: [Insert Item Description]
- Return Tracking Number: [Insert Tracking Number]
- Date of Return: [Insert Return Date]

We appreciate your promptness in returning the item(s) and will notify you once the return has been processed. Should 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]