

# Return Item Acknowledgment Notice

Date: [Insert Date]

To,

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

We acknowledge the receipt of your return request for the item(s) listed below:

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

The item(s) has been received in good condition and we are processing your return as per our return policy.

If you have any questions or require further assistance, please don't hesitate to contact us at [Insert Contact Information].

Thank you for your attention.

Sincerely,

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]