

Sender Name

Sender Address Line 1

Sender Address Line 2

Date: \_\_\_\_\_

Recipient Name

Recipient Address Line 1

Recipient Address Line 2

## Returned Item Confirmation Letter

Dear [Recipient Name],

This letter is to confirm that we have received the following returned item(s) from you:

**Item Description:** \_\_\_\_\_

**Item Number:** \_\_\_\_\_

**Date of Return:** \_\_\_\_\_

**Reason for Return:** \_\_\_\_\_

Upon inspection, we confirm that the returned item(s) have been received in satisfactory condition. Please retain a copy of this letter for your records.

If you have any questions or require further assistance, please contact us at [Contact Information].

Sincerely,

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[Sender Name]

[Title/Position]

[Organization Name]