

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,

[Sender Name]

[Title/Position]

[Organization Name]