

Returned Item Acknowledgement Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Today's Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Returned Item Acknowledgement

Dear [Customer Name],

I hope this letter finds you well. We have received the returned item(s) that you recently sent back to us. This letter serves as an acknowledgment of the receipt of the returned merchandise.

Order Details:

Order Number: [Order Number]

Item(s) Returned: [List of Item(s)]

Return Tracking Number: [Tracking Number]

Return Date: [Return Date]

Upon receiving the returned item(s), we will conduct a thorough inspection to ensure they are in their original condition and meet our return policy criteria. This process may take [X] business days. Rest assured, we will keep you informed about the status of your return and any further actions to be taken.

If the returned item(s) meet our return policy requirements, we will proceed with the necessary steps to issue a refund or provide a replacement, as per your original request. Alternatively, if the returned item(s) do not meet the necessary conditions, we will contact you to discuss the next course of

action.

We value your satisfaction as our customer and want to assure you that we are committed to resolving this matter promptly and efficiently. If you have any questions or concerns regarding the return process or any other inquiries, please feel free to contact our customer service team at [Customer Service Number] or [Customer Service Email].

Once again, thank you for choosing our company for your purchase, and we appreciate your cooperation in the return process. We look forward to providing you with excellent service in the future.

Best regards,

[Your Name]

[Your Title/Position]

[Company Name] (optional)

[Company Address] (optional)

[City, State, Zip Code] (optional)

[Email Address] (optional)

[Phone Number] (optional)