[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: ACKNOWLEDGMENT OF MERCHANDISE RETURNED FOR REPAIR**

Dear [CONTACT NAME],

The [PRODUCT NAME AND MODEL NUMBER] that you sent to us for repairs was received on [DATE]. We will be returning it to you as soon as the necessary adjustments are made.

We are regretful that you encountered a problem with our product and wanted to thank you for purchasing a

[PRODUCT NAME].

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]