[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: NOTIFICATION OF RETURNED MERCHANDISE CREDIT**

Dear [CONTACT NAME],

We are *in re*ceipt of the merchandise you returned on [DATE]. We are pleased to advise you that we will either credit your account with the amount of [AMOUNT] OR if you would prefer, we can reimburse you for that amount by mailing to you our cheque for the refund.

Please advise us which is your preferred option, and we will be extremely happy to oblige.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]