

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Material Return Confirmation

We would like to confirm the receipt of the materials returned to us on [date of return]. The details are as follows:

- Item Description: [Description of items]

- Quantity: [Number of items]

- Condition: [Condition of items]

We appreciate your prompt action in returning these materials. If you have any further questions or require additional information, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]