

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Acknowledgement of Receipt of Unacceptable Merchandise Notice

Dear :

I am writing this letter to acknowledge that I have received your notice of unacceptable {widgets}. I have promptly begun the procedures to clear the area of the defective {widgets} and have issued a recall and apology for all defective {widgets} that have been sold.

I believe this issue of the unacceptable merchandise will be brief and should be cleared in a matter of days. Thank you for your prompt notice in the matter.

Sincerely,

N A M E