

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 Warranty/Instruction for Product Return

Dear :

I have received the Warranty and Instructions pertaining to returning my WarmToast Dual Bread/Bagel Toaster. Thank you for faxing me a copy of this information.

Sincerely,

N A M E