

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 – Sale on Consignment

Dear :

I am happy to report that all the items that you placed on consignment have sold at the initial price. I have enclosed a check in the amount of \$ . Concerning our contract, I have subtracted the 40% sellers' fee from the total of the sales.

Thank you for choosing Company as your consignment partner. I have enjoyed working with you. I look forward to being your consignment partner in any future sales. If you have questions, please do not hesitate to contact me.

Sincerely,

N A M E