

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State ZIP Code]

Subject: Adjustment for Partial Return of Merchandise

Dear [Recipient's Name],

We appreciate your business and thank you for your recent order with us (Invoice No. [Invoice Number], dated [Invoice Date]). This letter is to confirm our receipt of your request regarding the partial return of merchandise from your recent delivery.

As per our conversation, you have returned the following items due to [defective products/discrepancies/dissatisfaction - specify reason]:

- [Item Name/Code] â€“ [Quantity]
- [Item Name/Code] â€“ [Quantity]

We have thoroughly reviewed your request and have inspected the returned goods. We agree to accept the partial return and will adjust your account as follows:

- The returned items have been credited to your account, amounting to [Credit Amount/Adjustment Details].
- The remainder of the merchandise delivered, as per the original invoice, is considered accepted.
- A revised invoice reflecting these changes is enclosed with this letter.

We apologize for any inconvenience this may have caused and are committed to continuously improving our service and product quality. If you have any further questions or require assistance, please do not hesitate to contact us at [Your Contact Information].

Thank you for bringing this matter to our attention and for your ongoing partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]