[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: SALE ON APPROVAL ACKNOWLEDGMENT**

Dear [CONTACT NAME],

We are pleased to ship the goods listed on the attached invoice or order [NUMBER] on a sale on approval basis.

If you are dissatisfied with any of the goods, you have the right to return the goods at our expense within [NUMBER] days of receipt for a full credit or a refund if prepaid.

Any goods not returned within that time will be considered as accepted.

We thank you for your patronage and trust the goods will meet with your approval.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]