

Product Exchange Request Resolution

Dear [Customer's Name],

Thank you for reaching out to us regarding your recent product exchange request. We appreciate your feedback and your valued business.

We have reviewed your request and are pleased to inform you that we will proceed with the exchange of your product. The details are as follows:

- **Original Product:** [Product Name]
- **Exchange Product:** [New Product Name]
- **Return Instructions:** [Instructions here]

Please ensure that the original product is returned within [time frame] to avoid any delays in the process. Once we receive the returned item, we will dispatch the exchange product immediately.

If you have any further questions or require assistance, do not hesitate to contact us at [contact information].

Thank you for your understanding and patience.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]