

Return Request Approval for Exchange

Date: [Insert Date]

Dear [Customer's Name],

We have received your request for an exchange regarding your recent purchase. We are pleased to inform you that your request has been approved.

Your return tracking number is: [Insert Tracking Number]

Please follow the instructions below to complete your exchange:

- Package the item securely, including all original packaging and accessories.
- Use the tracking number provided to ship the item back to us.
- Once we receive the item, we will process your exchange and send out the new item promptly.

If you have any questions or need further assistance, please feel free to reach out to our customer service team.

Thank you for choosing [Your Company Name]. We appreciate your business!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]