

# Exchange Request Acknowledgment

Dear [Customer's Name],

Thank you for contacting us regarding your recent exchange request. We have received your request to exchange your item(s) and process a refund.

We would like to confirm that your request is being processed, and you will receive an update from us shortly regarding the status of your exchange and refund.

If you have any questions or need further assistance, please do not hesitate to reach out to us at [Customer Service Email] or [Customer Service Phone Number].

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]