

Product Exchange Initiative

Date: [Insert Date]

Dear [Customer's Name],

Thank you for choosing [Company Name]. We understand that sometimes a gift may not be the perfect fit, and we are here to help you with our product exchange initiative.

If you would like to exchange a gift item, please follow the steps below:

1. Ensure the item is in its original condition and packaging.
2. Fill out the enclosed exchange form.
3. Send the item along with the form to the following address: [Return Address]

Once we receive your returned item, we will process the exchange and send you the new item in your preferred size or color.

If you have any questions, feel free to contact our customer service at [Customer Service Phone/Email].

Thank you for being a valued customer!

Sincerely,
[Your Name]
[Your Position]
[Company Name]