

Product Exchange Recommendation

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Recommendation for Product Exchange

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss the recent product exchange request for [Original Product Name]. After careful consideration, I would like to recommend an alternative item that may better suit your needs.

Based on your preferences and requirements, I suggest considering the following product:

[Alternative Product Name]

Description: [Brief Description of Alternative Product]

Features: [Key Features of the Alternative Product]

Price: [Price of Alternative Product]

Please let me know if you would like more information regarding this alternative or if you have any other questions. I am here to assist with the exchange process and ensure satisfactory resolution.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]