

Product Exchange Acceptance

Date: [Insert Date]

Dear [Customer's Name],

Thank you for your request regarding the exchange of your product, [Product Name]. We appreciate your communication and are pleased to inform you that your exchange request has been accepted.

Please find below the details of the exchange:

- **Original Product:** [Original Product Name]
- **New Product:** [New Product Name]
- **Exchange Reference Number:** [Reference Number]

To proceed with the exchange, please send the original product back to us at the address below:

[Company's Return Address]

Once we receive the original product, we will promptly process your exchange and send out the new product. If you have any questions, feel free to reach out to our customer service team at [Customer Service Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]