

Approval Notice for Product Exchange

Date: [Insert Date]

To: [Customer's Name]

[Customer's Address]

Dear [Customer's Name],

We are pleased to inform you that your request for the exchange of the product [Product Name/ID] has been approved.

Please follow the instructions below to complete the exchange:

- Return the original product to our address: [Insert Return Address]
- Ensure that the product is in its original condition and packaging.
- Once we receive the returned product, we will process your exchange and send you the new product.

If you have any questions, please do not hesitate to contact us at [Company's Contact Information].

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Phone Number]