

Authorization Letter for Product Exchange

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], hereby authorize [Authorized Person's Name] to exchange the following product on my behalf:

- Product Name: [Insert Product Name]
- Product ID: [Insert Product ID]
- Purchase Date: [Insert Purchase Date]

For any inquiries regarding this authorization, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Address]