

Product Exchange Approval

Date: [Insert Date]

Dear [Customer's Name],

We are pleased to inform you that your request for a product exchange has been approved. Thank you for your understanding and cooperation throughout this process.

Details of the exchange are as follows:

- **Original Product:** [Original Product Name]
- **Exchanged Product:** [New Product Name]
- **Exchange Approval Number:** [Approval Number]

Please ensure that the original product is returned to us within [insert timeline] to complete the exchange process. Once we receive the item, we will proceed with shipping the new product.

If you have any questions or need further assistance, feel free to contact our customer service team at [Customer Service Contact Information].

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

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]