

Product Exchange Approval Notification

Dear [Customer's Name],

We are pleased to inform you that your request for a product exchange has been approved. You may proceed with the exchange of your item as detailed below:

Exchange Details:

Original Product: [Original Product Name]

New Product: [New Product Name]

Exchange Order Number: [Order Number]

Return Instructions:

Please package the original item securely and include any accessories or documentation that came with it. Send it to the following address:

[Company Name]
[Company Address]

Next Steps:

Once we receive your return, we will process the exchange and ship out the new product within [Processing Time]. You will receive a confirmation email once the new product has been dispatched.

Thank you for your understanding and for being a valued customer. If you have any questions or concerns, please do not hesitate to contact us at [Customer Service Phone] or [Customer Service Email].

Best regards,
[Your Name]
[Your Position]
[Company Name]