

Product Exchange Authorization Details

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Order Number: [Insert Order Number]

Product Name: [Insert Product Name]

Product SKU: [Insert Product SKU]

Reason for Exchange: [Insert Reason]

Dear [Customer Name],

We have received your request for a product exchange for the item listed above. We are pleased to inform you that your request has been approved. Please follow the instructions below to complete the exchange process:

1. Package the product securely in its original packaging.
2. Include this letter in the package.
3. Ship the package to the address below:

Return Address:

[Insert Return Address]

Once we receive the returned product, we will process your exchange and send you the new product within [Insert Processing Time].

Thank you for choosing our services. If you have any questions, feel free to contact our customer support.

Sincerely,

[Your Company Name]

Contact Information: [Insert Contact Information]