

Product Exchange Request Approval

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Job Title]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your approval for the exchange of a product that I recently purchased from your esteemed company.

Order Number: [Insert Order Number]

Product Name: [Insert Product Name]

Reason for Exchange: [Insert Reason]

In compliance with your exchange policy, I would like to initiate the exchange process and request your assistance in facilitating this transaction. I am keen on receiving [Insert Desired Product Name] as a replacement, if possible.

Please let me know if you require any additional information or documentation to process this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]