

# Authorization Letter for Exchange of Faulty Goods

Date: [Insert Date]

To,

[Retailer/Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Authorization for Exchange of Faulty Goods

Dear [Retailer/Company Name],

I, [Your Full Name], authorized representative of [Your Company Name], hereby authorize the exchange of faulty goods related to order number [Insert Order Number]. The details of the faulty goods are as follows:

- Item Name: [Insert Item Name]
- Item Code: [Insert Item Code]
- Quantity: [Insert Quantity]
- Reason for Exchange: [Insert Reason]

Please proceed with the exchange at your earliest convenience. Attached are the necessary documents including the receipt and warranty details.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]