

# Return Authorization for Size Exchange

Dear [Customer's Name],

Thank you for reaching out regarding your order #[Order Number]. We understand that you would like to exchange your product for a different size.

We are pleased to inform you that your return request has been approved. Please follow the steps below to proceed with your size exchange:

1. Pack the item securely in its original packaging.
2. Include a copy of this approval letter inside the package.
3. Ship the package to the following address:

[Return Address]

Once we receive the returned item, we will process your exchange and send you the requested size as soon as possible. Please allow [X] business days for processing.

If you have any questions or need further assistance, feel free to reach out to our customer service team.

Thank you for your understanding and for shopping with us!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]