

# Authorization Letter for Replacement Product Shipment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I, [Your Name], authorized representative of [Your Company Name], am writing to authorize the shipment of a replacement product for our order #[Order Number], originally placed on [Order Date].

The item to be replaced is [Product Description], which was found to be defective/not in compliance with our agreement. We appreciate your prompt attention to this matter and request that the replacement be shipped to the following address:

[Shipping Address]

[City, State, Zip Code]

Please find attached any necessary documentation to facilitate this process. If you have any questions, feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]