

# Exchange Confirmation

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to confirm the exchange of [Item Description] as per your request.

Details of the exchange:

- Original Item: [Original Item Description]
- Exchanged Item: [Exchanged Item Description]
- Exchange Date: [Exchange Date]
- Reference Number: [Reference Number]

If you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for choosing us!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]