

Item Exchange Specification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Item Exchange Specification

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide you with the specifications for the items we wish to exchange.

Items for Exchange

Item Name	Description	Quantity	Condition
[Item 1 Name]	[Item 1 Description]	[Quantity]	[Condition]
[Item 2 Name]	[Item 2 Description]	[Quantity]	[Condition]

Please let me know if these specifications meet your approval, or if there are any adjustments you would like to discuss.

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

Sincerely,

[Your Name]

[Your Contact Information]