

Product Return Authorization for Exchange

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Customer Address: [Insert Customer Address]

Order Number: [Insert Order Number]

Product Name: [Insert Product Name]

Product Code: [Insert Product Code]

Dear [Customer Name],

We have received your request for a product return authorization for the exchange of [Product Name]. We appreciate your choice in our products and are committed to your satisfaction.

Please find the authorization details below:

Return Authorization Number: [Insert RA Number]

Instructions for Return: Please return the product in its original packaging along with this authorization letter. Ensure it is shipped to the following address:

[Insert Return Address]

Once we receive the returned product, we will process your exchange within [Insert Processing Time]. If you have any questions, please don't hesitate to contact our customer service team.

Thank you for your understanding and cooperation.

Sincerely,

[Your Company Name]

[Your Contact Information]