

Return Authorization Request for Exchange

Dear [Customer Name],

Thank you for reaching out to us. We understand that you wish to exchange your recent purchase, and we are here to assist you.

To initiate the exchange process, please follow the steps outlined below:

1. Fill out the return authorization form attached to this email.
2. Include a copy of your original receipt or order confirmation.
3. Package the items securely in their original packaging.
4. Ship the items to the return address provided below:

[Return Address]

[City, State, Zip Code]

Once we receive your returned items, we will process your exchange and notify you via email. Please allow us [X] business days for processing.

If you have any further questions or need assistance, please do not hesitate to contact us at [Customer Service Phone Number] or [Email Address].

Thank you for choosing [Company Name]. We appreciate your business!

Sincerely,
[Your Name]
[Your Position]
[Company Name]