

Item Exchange Instructions

Dear [Client's Name],

Thank you for your recent purchase with us. We hope you are satisfied with your item. If you need to exchange an item, please follow the instructions below:

Exchange Instructions

1. Ensure the item is in its original condition, unused, and in the original packaging.
2. Contact our customer service department at [Customer Service Email] within [X days] of receiving your item to request an exchange.
3. Provide your order number and the reason for the exchange.
4. We will issue you a return authorization number and instructions on how to return your item.
5. Once we receive the returned item, we will process your exchange and send the new item to your shipping address.

If you have any questions or need further assistance, please feel free to reach out to us at [Customer Service Phone Number].

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

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