

Instructions for Merchandise Exchange

Dear [Customer's Name],

Thank you for your recent purchase from [Store Name]. We hope you love your item! If you need to exchange your merchandise, please follow the instructions below:

Exchange Process:

1. Ensure the item is in its original condition, with tags attached.
2. Complete the attached exchange form.
3. Pack the item securely in its original packaging.
4. Include the completed exchange form in the package.
5. Ship the package to the following address:

[Store Address]

Important Notes:

- Exchanges must be initiated within [number] days of receiving your order.
- Exchange shipping costs may apply.
- Once we receive your returned item, we will process your exchange promptly.

If you have any questions or need further assistance, please contact our customer service at [Customer Service Phone Number] or [Customer Service Email].

Thank you for shopping with us!

Sincerely,

[Your Name]

[Your Position]

[Store Name]