

Product Exchange Instructions

Dear [Customer Name],

Thank you for your recent purchase from [Company Name]. We strive to ensure our customers are fully satisfied with their orders. If you need to exchange a product, please follow these instructions:

Exchange Process

1. Contact our customer service team at [Customer Service Email] or [Customer Service Phone Number] to initiate the exchange process.
2. Provide your order number and details about the product you wish to exchange.
3. We will send you a confirmation email with instructions on how to return the item.
4. Pack the product securely in its original packaging and include all tags and accessories.
5. Ship the item to the address provided in the confirmation email.
6. Once we receive the returned item, we will process your exchange and send the new product to you within [Time Frame].

Important Notes

- Exchanges must be requested within [Number of Days] days of receiving your order.
- Items must be unused and in original condition.
- Shipping costs for returns may apply.

If you have any further questions, please do not hesitate to reach out to our customer service team. We appreciate your business and look forward to serving you again!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]