

Request for Exchange of Defective Goods

Date: [Insert Date]

To:

[Vendor's Name]

[Vendor's Address]

[City, State, ZIP Code]

Dear [Vendor's Name],

I hope this message finds you well. I am writing to request an exchange for a product that I recently purchased from your store, which unfortunately arrived defective.

Order Details:

Order Number: [Insert Order Number]

Product Name: [Insert Product Name]

Date of Purchase: [Insert Purchase Date]

The issue with the product is as follows: [Describe the defect or issue clearly]. I have attached photographs as evidence of the defect for your reference.

According to your exchange policy, I would like to request a replacement for the defective item. Please let me know how to proceed with the return and exchange process.

Thank you for your attention to this matter. I look forward to resolving this issue swiftly.

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]