

Item Replacement Request

Date: [Insert Date]

To: [Company/Recipient Name]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Recipient Name],

I am writing to formally request a replacement for the item [Item Name/Description] that I purchased on [Purchase Date] with order number [Order Number]. Unfortunately, the item is [describe the issue, e.g., defective, damaged, etc.].

As per your return policy, I would like to initiate the replacement process. Please find attached all relevant documentation including the receipt and any photographs of the damaged item.

I appreciate your assistance in resolving this matter promptly. If you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email].

Thank you for your attention to this issue.

Sincerely,

[Your Name]