

Product Exchange Request

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Dear [Customer Service Team/Specific Name],

I hope this message finds you well. I am writing to request an exchange for a product I purchased from your store on [Purchase Date].

The product details are as follows:

- Product Name: [Product Name]
- Order Number: [Order Number]
- Reason for Exchange: [Reason]

I would like to exchange the above product for [Desired Product/Alternative]. Please let me know the steps I need to follow to complete this exchange.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]