

Product Return and Replacement Request

Date: [Insert Date]

From: [Your Name]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Company Name]

Address: [Company Address]

Dear Customer Service,

I am writing to request a return and replacement for a product I purchased from your website on [Insert Purchase Date]. The order number is [Insert Order Number].

Unfortunately, the product [Insert Product Name or Description] was found to be [describe the issue, e.g., defective, incorrect item, etc.]. I would like to request a replacement for this item.

I have attached a copy of my receipt for your reference. Please let me know how to proceed with the return and replacement process. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]