

Product Return Request

Dear [Customer Service Team/Specific Name],

I hope this message finds you well. I am writing to formally request a return 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]
- Purchase Amount: [Purchase Amount]

Unfortunately, the product did not meet my expectations due to [reason for return, e.g., defects, wrong item received]. According to your return policy, I understand that I am eligible for a return.

Additionally, I would like to request an exchange for [desired product], as I am still interested in shopping with your company.

Please let me know the return process and how I can proceed with the exchange. Thank you for your assistance.

Sincerely,
[Your Name]
[Your Address]
[Your Email]
[Your Phone Number]