

Request for Exchange of Damaged Goods

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an exchange for a damaged product I received from your company.

Order Number: [Insert Order Number]

Product Name: [Insert Product Name]

Date of Purchase: [Insert Purchase Date]

Upon receiving the goods on [Insert Delivery Date], I noticed that the item was damaged [brief description of the damage]. I have attached photographs for your reference.

I would appreciate it if you could arrange for an exchange of the damaged item at your earliest convenience. Please let me know the next steps in this process.

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

Sincerely,

[Your Name]