

Product Exchange Appeal

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Product Exchange

Dear [Customer Service Team/Specific Name],

I am writing to formally request an exchange for a defective product I purchased from your store on [Purchase Date]. The product is [Product Name], and the order number is [Order Number].

Upon receiving the item, I noticed that it was [describe the defect or issue with the product]. I have attached a copy of my receipt and photographs of the defective item for your reference.

I would appreciate it if you could guide me through the process of exchanging this merchandise for a functioning item. Please let me know the next steps I should take.

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

Sincerely,

[Your Name]