Product Exchange Request

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 [Customer Service Manager's Name],

I am writing to formally request an exchange for a product I purchased from [Store/Website Name] on [Purchase Date], which is still under warranty. The item, [Product Name and Model Number], has encountered issues that hinder its normal operation.

Details of the purchase:

- Order Number: [Insert Order Number]
- Purchase Date: [Insert Purchase Date]
- Product Details: [Provide a brief description of the product]

Upon using the product, I have experienced the following issues: [Describe the problems encountered]. Despite following all care instructions and troubleshooting steps provided, the issues persist.

As the product is still under warranty, I kindly request an exchange for a functioning unit. Please let me know the procedures I need to follow to facilitate this exchange.

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

Sincerely,

[Your Name]