

Product Exchange Intention Letter for Style Upgrade

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service>Returns Department],

I hope this message finds you well. I am writing to express my intention to exchange a product I recently purchased from your store for a style upgrade.

The details of my purchase are as follows:

- Product Name: [Insert Product Name]
- Order Number: [Insert Order Number]
- Purchase Date: [Insert Purchase Date]

While I am pleased with the quality of the item, I would like to upgrade to a different style that better fits my preferences. I have identified the style I would like to exchange for:

- New Product Name: [Insert New Product Name]
- SKU/Item Number: [Insert Item Number]

I would appreciate your guidance on the exchange process and any required steps I need to follow. Please let me know if there are any forms to fill out or if you need further information from my end.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]