

Product Exchange Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Team

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I hope this message finds you well. I am writing to request an exchange for my recent purchase of [Product Name], order number [Order Number], due to a change in my color preference.

Initially, I ordered the product in [Original Color], but I would like to exchange it for [New Color] instead. I have attached a copy of my receipt and the original order confirmation for your reference.

Please let me know the necessary steps to proceed with this exchange. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]