

# Product Exchange Proposal

Date: [Insert Date]

To: [Recipient's Name]

Customer Service Department

Company Name

Company Address

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an exchange for a product that I recently purchased from your store. Unfortunately, the size I ordered did not meet my expectations, and I would like to exchange it for a different size.

Order Details:

- Order Number: [Insert Order Number]
- Product Name: [Insert Product Name]
- Size Ordered: [Insert Size Ordered]
- Size Needed: [Insert Size Needed]

I have attached a copy of my receipt for your reference. I would appreciate your guidance on how to proceed with this exchange, including any steps I need to follow and whether there are any fees involved.

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

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]