

# Product Exchange Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Customer Service

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to request an exchange for a damaged product I received from [Company Name] on [Insert Date of Receipt].

Product Details:

- Product Name: [Insert Product Name]
- Order Number: [Insert Order Number]
- Damaged Condition: [Brief Description of Damage]

I would appreciate it if you could arrange for a replacement to be sent to me at your earliest convenience. Kindly let me know the next steps to facilitate this exchange.

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

Sincerely,

[Your Name]