

Item Return Request for Replacement

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,

I am writing to request a replacement for an item I purchased from your store on [Insert Purchase Date]. The item, [Insert Item Name/Description], has not met my expectations due to [Insert Reason for Replacement Request].

Order Number: [Insert Order Number]

I have attached a copy of my receipt along with any relevant photographs of the item as proof of purchase and condition.

I would appreciate it if you could guide me through the return process and provide instructions on how to receive the replacement item.

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

Sincerely,

[Your Name]