

Product Return and Exchange Request

Date: [Insert Date]

Dear [Customer Service Team or Store Name],

I hope this message finds you well. I am writing to request an exchange for a product I purchased from your store. Below are the details of the order:

- **Order Number:** [Insert Order Number]
- **Product Name:** [Insert Product Name]
- **Purchase Date:** [Insert Purchase Date]
- **Reason for Exchange:** [Insert Reason]

I would like to exchange this product for [Insert Replacement Product Name or Size]. Please let me know the steps I need to follow for the exchange process.

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

Sincerely,

[Your Name]

[Your Address]

[Your Email Address]

[Your Phone Number]