

# Exchange Request for Damaged Product

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Subject: Request for Exchange of Damaged Product

Dear [Customer Service Team/Specific Name],

I hope this message finds you well. I am writing to request an exchange for a damaged product that I received on [Insert Date of Receipt]. The details of the product are as follows:

- Product Name: [Insert Product Name]
- Order Number: [Insert Order Number]
- Date of Purchase: [Insert Purchase Date]

Upon opening the package, I noticed that the product was damaged [briefly describe the damage]. I have attached photographs for your reference.

I would appreciate it if you could initiate the exchange process at your earliest convenience. Please let me know if there are any specific steps I need to follow.

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]