

# Product Exchange Request

Dear [Customer Service Team/Specific Name],

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

- **Product Name:** [Product Name]
- **Order Number:** [Order Number]
- **Reason for Exchange:** [Specify Reason]

I would like to exchange this product for [Preferred Product]. Please let me know the next steps in the exchange process, including any forms I need to fill out and how to send the product back to you.

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

Sincerely,  
[Your Name]  
[Your Address]  
[Your Email]  
[Your Phone Number]