

Return and Exchange Appeal

Date: [Insert Date]

To: [Customer Service Department]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I hope this message finds you well. I am writing to formally appeal the decision regarding my recent request for a return and exchange for order number [Insert Order Number], placed on [Insert Order Date].

Upon reviewing your policies and considering my situation, I believe my request merits reconsideration due to [briefly explain the reason for appeal e.g., defective item, wrong size received, etc.].

I have attached relevant documentation, including [mention any attached documents like receipt, photos, etc.], to support my appeal.

I kindly ask you to review my case and reconsider the decision for the return and exchange. I appreciate your time and attention to this matter and look forward to your prompt response.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]