

Return and Exchange Negotiation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the return and exchange terms for [describe the item] that I recently purchased on [purchase date]. Unfortunately, the item [explain the issue - e.g., was defective, did not meet my expectations, etc.].

Given the circumstances, I would like to propose a negotiation regarding the return and exchange process. I believe that exchanging the item for [desired item/condition] or receiving a refund would be mutually beneficial.

I appreciate your attention to this matter and look forward to your prompt response. Thank you for your understanding and support.

Sincerely,

[Your Name]