

Return and Exchange Dispute Resolution

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally address a dispute regarding the return and exchange of [product name], which I purchased on [purchase date] under order number [order number]. I have encountered issues that I believe warrant a resolution, and I would like to outline my concerns.

Details of the Issue:

- Product Description: [Brief Description]
- Reason for Return/Exchange: [Explain reason]
- Date of Attempted Return/Exchange: [Insert Date]

Despite my attempts to resolve this matter, I have faced [describe issues faced - e.g., lack of response, item not accepted, etc.]. I kindly request that you review my case and provide a resolution at your earliest convenience.

For your reference, I have attached copies of relevant documents, including the purchase receipt and any correspondence related to this dispute.

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Thank you for your cooperation.

Sincerely,

[Your Name]