

Return and Exchange Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Team/Specific Contact Name],

I am writing to inquire about the denial of my recent return and exchange request for [insert product name/description]. My order number is [insert order number].

On [insert date of request], I submitted a request for return/exchange due to [briefly explain reason]. Unfortunately, I received a notification indicating that my request was denied.

I would appreciate it if you could provide me with additional details regarding the reason for the denial. If possible, I would like to understand if there are any alternatives available to resolve this issue.

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

Sincerely,

[Your Name]