

Return and Exchange Request for Lost Item

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]

Subject: Request for Return and Exchange of Lost Item

Dear [Customer Service Team/Specific Name],

I am writing to formally request a return and exchange for an item that I ordered on [Insert Order Date] under Order Number [Insert Order Number]. Unfortunately, the item has been lost and I am unable to locate it.

Details of the item:

- Item Name: [Insert Item Name]
- Item Description: [Insert Brief Description]
- Purchase Price: [Insert Purchase Price]

Given the circumstances, I would like to request an exchange for the same item or a credit towards another purchase. I have retained all necessary proof of purchase and would be happy to provide any additional information needed to process my request.

Thank you for your prompt attention to this matter. I look forward to your reply.

Sincerely,

[Your Name]