

Product Return Request for Exchange

Date: [Insert Date]

To,

[Vendor's Name]

[Vendor's Address]

[Vendor's Email]

Subject: Request for Exchange of Returned Products

Dear [Vendor's Name],

I hope this message finds you well. I am writing to formally request the exchange of products I purchased from your store on [Insert Purchase Date]. The details of the products are as follows:

- Product Name: [Insert Product Name 1]
- Order Number: [Insert Order Number 1]
- Quantity: [Insert Quantity 1]
- Reason for Return: [Insert Reason]

- Product Name: [Insert Product Name 2]
- Order Number: [Insert Order Number 2]
- Quantity: [Insert Quantity 2]
- Reason for Return: [Insert Reason]

I kindly request an exchange for the above-mentioned items as they do not meet my expectations due to [Insert Reason]. I would appreciate your assistance in processing this request at your earliest convenience.

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

Best regards,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]