

Product Exchange Appeal

Date: [Insert Date]

To:

[Vendor's Name]

[Vendor's Company/Store Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

I hope this message finds you well. I am writing to formally request an exchange for a product I recently purchased from your store. The details of my order are as follows:

- Order Number: [Insert Order Number]
- Product Name: [Insert Product Name]
- Date of Purchase: [Insert Date]

Unfortunately, the product does not meet my expectations due to [briefly explain the reason for the exchange request, e.g., it arrived damaged, incorrect item sent, product not functioning as intended, etc.].

I would greatly appreciate it if you could assist me with exchanging this product for [insert desired product or specifications, if any]. I believe this exchange would resolve the situation satisfactorily.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]