Request for Product Replacement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally request a replacement for a damaged product that I recently purchased from your store. The product, [Product Name], was bought on [Purchase Date] and the order number is [Order Number]. Unfortunately, upon receiving the item, I discovered that it was [describe the damage briefly].

Given the circumstances, I kindly ask for your assistance in processing a replacement for the damaged product. I have attached a copy of my receipt and photos of the damage for your reference.

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

Sincerely,

[Your Name]