

Gift Exchange Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my gratitude for the thoughtful gift you gave me on [occasion, e.g., my birthday]. It was very generous of you, and I truly appreciate your kindness.

However, I would like to exchange the gift for another item that better suits my needs. The item I received is [describe the item], but I would prefer to exchange it for [mention the item you wish to receive].

If it would be possible to facilitate this exchange, I would be extremely grateful. Please let me know how we can proceed with the exchange.

Thank you once again for your wonderful gift and understanding. I look forward to hearing from you soon.

Warm regards,

[Your Name]

[Your Address]

[Your Contact Information]