

Request for Replacement Product Shipment

Your Name: [Your Name]

Your Address: [Your Address]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

Customer Service Department

[Company Name]

[Company Address]

Dear Customer Service Team,

I am writing to request a replacement for a product I recently purchased from your store. The details of the product are as follows:

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

Unfortunately, the product was found to be defective/damaged upon arrival, and I would appreciate your assistance in facilitating a replacement shipment. I have attached any relevant documents, including a copy of the receipt and photographs of the defective item, for your reference.

Thank you for your attention to this matter. I look forward to your prompt response regarding the shipment of the replacement product.

Sincerely,
[Your Name]