

# Request for Exchange of Incorrect Product

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Dear [Customer Service Manager/Recipient's Name],

I hope this message finds you well. I am writing to formally request an exchange for an incorrect product that I received in my recent order (Order Number: [Insert Order Number]).

Instead of the [Insert correct product name], I received [Insert incorrect product name]. I have attached a copy of my receipt and photographs of the incorrect item for your reference.

As the item I received does not meet my needs, I would appreciate your assistance in facilitating an exchange for the correct product. Please let me know the steps I need to follow to complete this process.

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

Sincerely,

[Your Full Name]

[Your Address]

[Your Contact Information]