

Product Return and Exchange Request

Date: **[Insert Date]**

To: [Company Name]

Customer Service Department

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I hope this message finds you well. I am writing to initiate a return/exchange for my recent order, [Order Number], placed on [Order Date].

Product Details:

- Product Name: [Product Name]
- SKU: [Product SKU]
- Reason for Return/Exchange: [Reason]

I would like to request a return/exchange due to [brief explanation of the issue or preference]. I have enclosed a copy of my receipt for your reference.

Please let me know the necessary steps to proceed with this return/exchange, including any required return labels or forms.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]