

# Request for Exchange

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request an exchange for a fashion item I purchased from [Company Name] on [Purchase Date]. The details of the item are as follows:

- Item Name: [Insert Item Name]
- Order Number: [Insert Order Number]
- Size/Color: [Insert Size/Color]

Unfortunately, the item does not meet my expectations due to [reason for exchange, e.g. wrong size, defect, etc.]. I would like to request an exchange for [desired item/size/color], if possible.

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

Sincerely,

[Your Name]