

Exchange Request Letter

Date: [Insert Date]

To: [Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service>Returns Department],

I hope this message finds you well. I am writing to formally request an exchange for a product I recently purchased from your store.

Order Number: [Insert Order Number]

Product Name: [Insert Product Name]

Reason for Exchange: [Insert Reason]

I would like to exchange the product for [Insert Desired Product/Size/Color]. I have attached all relevant documents and images for your reference.

Please let me know the next steps in this process and if any additional information is required from my side.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Contact Information]