

Product Exchange Request

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Dear [Customer Service/Manager's Name],

I am writing to request an exchange for a product I purchased on [Purchase Date] under order number [Order Number]. The product I would like to exchange is [Product Name/Description], which I received on [Delivery Date].

Unfortunately, the item [briefly explain the issue: defective, wrong size, etc.]. I would like to request an exchange for [desired product or size].

I authorize [Authorized Person's Name, if applicable] to handle this exchange on my behalf, and I have provided them with any necessary documentation.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]