

Product Exchange Request

Date: [Insert Date]

To,

Customer Service Team

[Company Name]

[Company Address]

Dear Customer Service,

I am writing to request an exchange for a product I purchased from your store on [Insert Purchase Date]. The details of the product are as follows:

- Product Name: [Insert Product Name]
- Order Number: [Insert Order Number]
- Reason for Exchange: [Insert Reason]

I would appreciate it if you could guide me through the exchange process and let me know if there are any additional steps I need to take.

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]