

Request for Product Exchange

Date: [Insert Date]

To: [Store Name]

[Store Address]

[City, State, Zip Code]

Dear [Store Manager's Name],

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

- Product Name: [Insert Product Name]
- Order Number: [Insert Order Number]
- Purchase Price: [Insert Purchase Price]

Unfortunately, the product did not meet my expectations due to [brief reason for exchange, e.g., it was defective, incorrect size, etc.]. I would like to exchange this item for store credit, which can be used towards a future purchase.

I have attached a copy of my receipt for your reference. Please let me know if you need any further information or if there are specific procedures I should follow for this exchange.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email]