

# Product Return and Exchange Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Request for Product Return and Exchange**

Dear Customer Service,

I am writing to formally request a return and exchange for the following product:

**Product Name:** [Product Name]

**Order Number:** [Order Number]

**Date of Purchase:** [Purchase Date]

The reason for the return is [brief explanation of the reason, e.g., defective item, wrong size, etc.]. I would like to exchange it for [desired product/size].

Thank you for your assistance. I look forward to your prompt response regarding the return process.

Sincerely,

[Your Name]