

Product Return and Replacement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Product Return and Replacement

Dear [Customer Service Team/Specific Name],

I am writing to formally request the return and replacement of a product I purchased from your company on [Purchase Date]. The details of the order are as follows:

- Order Number: [Insert Order Number]
- Product Name: [Insert Product Name]
- Date of Purchase: [Insert Purchase Date]
- Reason for Return: [Briefly Explain Reason]

The product is [describe condition, e.g., defective, incorrect item]. I have attached a copy of my receipt and any relevant documentation for your reference.

I would appreciate it if you could provide instructions on how to proceed with the return and the timeline for receiving the replacement. Thank you for your attention to this matter.

Sincerely,

[Your Name]