

Product Exchange Request

Date: [Insert Date]

To: Customer Service Team

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to express my dissatisfaction with a product I purchased from your store on [Purchase Date]. The item, [Product Name], does not meet my expectations due to [describe the issue, e.g., defects, not functioning as advertised].

As a loyal customer, I always expect high-quality products from [Company Name], which is why I am disappointed with my recent experience. I would appreciate an exchange for the product or a full refund, as soon as possible.

Thank you for your attention to this matter. I hope to resolve this issue swiftly and continue my relationship with your company.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]