

Voluntary Item Replacement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a voluntary replacement for an item that I purchased from your company on [purchase date]. The item in question is [describe item, including any relevant details such as model number, color, etc.].

Despite my expectations, the item has not performed as anticipated due to [briefly explain the issue, e.g., defects, malfunctions]. I believe that a replacement would be beneficial for both parties, allowing me to continue my positive experience with your brand.

I kindly ask that you consider my request and provide guidance on the steps I need to take in order to facilitate this replacement. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]