

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

Customer Service  
[Store Name]  
[Store Address]  
[City, State, Zip Code]

Dear Customer Service,

I am writing to request a price match for an electronics item I recently purchased from your store. I found the same item at a lower price from a competitor and I believe I am eligible for your price match guarantee.

Details of the purchase:

- Item: [Product Name]
- Model: [Model Number]
- Purchase Date: [Purchase Date]
- Order Number: [Order Number]

Details of the competitor's offer:

- Store Name: [Competitor Store Name]
- Price: [Competitor Price]
- URL or advertisement: [Link or description of the offer]

Please let me know the procedure for processing my request. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,  
[Your Name]