

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

[Retailer's Name]
[Retailer's Address]
[City, State, ZIP Code]

Subject: Request for Return/Exchange of Product

Dear [Customer Service Team/Manager's Name],

I hope this message finds you well. I am writing to request the return/exchange of a product I purchased from your store on [Purchase Date]. Below are the details of my purchase:

- Order Number: [Order Number]
- Product Name: [Product Name]
- Purchase Price: [Purchase Price]
- Reason for Return/Exchange: [Brief Description of Reason]

I have attached a copy of the purchase receipt for your reference.

According to your return policy, I believe I am eligible for a return/exchange.

I would appreciate your guidance on the next steps for processing my request. Please let me know if I need to provide any additional information.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]