

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

Dear [Recipient's Name or Customer Service Team],
I hope this letter finds you well. I am writing to request an exchange for a VHS player that I purchased on [purchase date] from [store name], with the order number [order number].

Unfortunately, the VHS player [describe the issue, e.g., is malfunctioning, does not work as expected, has a manufacturing defect], and I would like to exchange it for a new one.

I have included a copy of my receipt and any relevant documentation with this letter for your reference.

Please let me know how to proceed with the exchange process. I appreciate your assistance in resolving this matter.

Thank you for your attention to this request.

Sincerely,
[Your Name]