

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for Replacement of [Item/Service]

I hope this message finds you well. I am writing to formally request a replacement for [specific item/service] that I purchased on [purchase date] under the order number [order number].

Unfortunately, [briefly explain the issue, e.g., the item is defective, not functioning as intended, etc.].

As per your company's warranty/replacement policy, I believe that I am eligible for a replacement. I have attached [mention any supporting documents, if applicable, e.g., receipts, photos of the issue, etc.] for your review.

I would appreciate your prompt attention to this matter and look forward to your response regarding the next steps in the replacement process.

Thank you for your assistance.

Sincerely,

[Your Name]