

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

[Recipient's Name]
[Company Name]
[Company Address]

[City, State, Zip Code]

Subject: Request for Oxygen Sensor Exchange

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request an exchange for an oxygen sensor that I purchased from your company on [Purchase Date]. The item details are as follows:

- Product Name: [Oxygen Sensor Name/Model]
- Order Number: [Order Number]
- Purchased From: [Store/Website Name]

Unfortunately, I have encountered an issue with the oxygen sensor.

[Describe the issue, e.g., "After installation, the check engine light remained on," or "The sensor is not functioning as expected."] I have followed all installation guidelines and troubleshooting steps provided in the manual, but the problem persists.

Under the warranty policy mentioned during the purchase, I believe I am eligible for an exchange. I have attached copies of the purchase receipt and any relevant documentation for your review.

Please let me know the necessary steps to facilitate the exchange process. I would appreciate your prompt attention to this matter, as I rely on my vehicle for daily commuting.

Thank you for your assistance. I look forward to your response.

Sincerely,

[Your Name]