

# Sample Adjustment Letter for Product Size Exchange Request

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

[Customer Service Department]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Subject: Request for Product Size Exchange â€œ Order #[Order Number]

Dear Sir/Madam,

I am writing to formally request an exchange for a product I recently purchased from your store. I ordered a [Product Name, Model, or SKU], size [Original Size], under order number [Order Number] on [Order Date]. However, upon receiving the item on [Delivery Date], I discovered that the size is not suitable for my requirements.

In accordance with your company's return and exchange policy, I kindly request to exchange the item for the correct size, which is [Requested Size]. The product is in its original, unused condition and packaging, and I am including a copy of the purchase receipt for your reference.

Please let me know the necessary steps to complete this exchange, including any forms to fill out or shipping labels required. I would appreciate it if the replacement could be processed at your earliest convenience to ensure minimal disruption.

I value your prompt attention to this matter and hope for a swift resolution. Please do not hesitate to contact me via email or phone if further information is needed.

Thank you for your assistance.

Sincerely,  
[Your Name]