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**Introduction**

Request letter is one of the most commonly written letters. Under such a letter the address or the information of the sender precedes the address of the receiver. The letter is written for a particular type of service requirement. In the under mentioned letter the sender requests for replacement of his order due to damaged product delivery.

**Request Letter Format Tips**

Here are some of the helpful tips to write a request letter:

* The address of sender should precede the address of receiver.
* Should have a clear and cryptic subject line.
* Should clearly give out the reason for writing the letter.
* Letter must be correctly addressed to the person who can take action on the request
* Should be politely worded and should suggest a course of action.

Sample Request Letter Format

From,

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To,

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

Subject: Request for Replacement of Order

Dear Sir,

It had placed an online order for a LED TV through your website. On receipt of the same I was not allowed to open and check the contents by the courier delivery person. Soon thereafter I opened the package and found that the TV has a broken edge which looks quite awkward and makes the LED unusable.

In view of the above I would request that a replacement for the same is made at the earliest. I have full faith in your company and have been your customer for the past few years. I would appreciate if the LED is replaced at the earliest.

Thanking You

Yours truly,

Name and Signature

# Request Letter Format Template

# From,

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

#

# Date: \_\_\_\_\_ (Date on Which Letter is Written)

# To,

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# Subject: Request for Replacement of Order

# Dear Sir/Madam,

# It had placed an online order for………………. (name of product and order number) through your website. On receipt of the same I was not allowed to open and check the contents by the courier delivery person. Soon thereafter I opened the package and found that ……………………………………………………… (nature of complaint) and makes the product unusable.

# In view of the above I would request that a replacement for the same is made at the earliest. I have full faith in your company and have been your customer for the past few years. I would appreciate if the …………………….. (name of product) is replaced at the earliest.

# Thanking You

# Yours truly,

# Name and Signature

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