

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

Dear [Customer Service Department/Specific Contact Name],
I hope this message finds you well. I am writing to request a replacement for my damaged LCD, which I purchased on [purchase date] under order number [order number].

The LCD began exhibiting issues, including [briefly describe the damage or issues, e.g., screen cracks, malfunction, etc.], shortly after the purchase. I have included photographs of the damage for your reference. Per your warranty policy, I believe I am eligible for a replacement. I would appreciate your guidance on the next steps to process this request. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]