

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Company/Service Center Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Request for Laptop LCD Replacement

I hope this letter finds you well. I am writing to request a replacement for the LCD screen of my laptop, model [Laptop Model], with serial number [Serial Number]. The screen has been exhibiting [describe the issue, e.g., cracks, discoloration, flickering] since [mention when the issue started].

I understand that the laptop is covered under warranty, and I have attached a copy of my purchase receipt for your reference. I would appreciate it if you could guide me through the process of obtaining the replacement as efficiently as possible.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]