

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request a replacement for my LCD monitor, which I purchased on [purchase date] under order number [order number].

Unfortunately, the monitor has developed [describe the issue, e.g., dead pixels, flickering screen, etc.], which makes it difficult to use. I have attempted to troubleshoot the problem following the guidelines provided in the user manual, but the issue persists.

According to the warranty policy, I believe I am eligible for a replacement. I have attached copies of the purchase receipt and any relevant warranty documentation for your reference.

I would appreciate your assistance in processing this request at your earliest convenience. Please let me know if you need any further information from my side.

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

Sincerely,
[Your Name]