

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

[Recipient's Name]  
[Company/Service Provider's Name]  
[Company Address]  
[City, State, Zip Code]

Subject: LCD Replacement Claim

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally submit a claim for the replacement of the LCD screen on my [Device Type, e.g., laptop, smartphone, etc.].

**\*\*Device Details:\*\***

- Model: [Device Model]
- Serial Number: [Device Serial Number]
- Purchase Date: [Purchase Date]

**\*\*Issue Description:\*\***

On [Date the issue began], I noticed that the LCD screen was [describe the issue, e.g., cracked, showing lines, not functioning properly]. I have attached a copy of the purchase receipt and photographs of the damage for your reference.

As my device is still under warranty, I kindly request a replacement or repair as per the terms outlined in the warranty policy.

Please let me know if you require any further information to process this claim. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]