

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

Subject: Complaint Regarding LCD Replacement

Dear [Customer Service/Manager's Name],

I am writing to formally express my dissatisfaction with the service I received concerning the replacement of the LCD on my [Product Name/Model Number], which I submitted for repair on [Date of Submission].

Despite my anticipation of a timely resolution, I have faced [briefly explain the issue: delays, poor communication, defective replacement, etc.]. My order number/reference is [Order Number].

I kindly ask [specific action you want: either a reparation, refund, or further assistance]. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]