

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

Subject: Request for LCD Replacement Procedure

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request information regarding the procedure for replacing the LCD on my [device name and model].

The LCD has been experiencing [briefly describe the issue, e.g., cracks, discoloration, malfunction], which has hindered its performance.

For the replacement, I would appreciate it if you could provide guidance on the following:

1. Necessary documentation or proof of purchase required.
2. Details regarding any cost associated with the replacement.
3. The timeframe for processing the replacement.
4. Shipping instructions, if applicable.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]