

[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],

I hope this message finds you well. I am writing to formally request the replacement of the LCD for my [Device Name and Model], which I purchased on [Purchase Date] from [Store/Website Name].

Unfortunately, the LCD has developed [describe the issue, e.g., cracks, discoloration, non-responsiveness], and it has significantly impacted the usability of the device. I have enclosed a copy of the purchase receipt and any relevant warranty information for your reference.

I would greatly appreciate your assistance in arranging the replacement of the LCD at your earliest convenience. Please let me know if any additional information or steps are required from my side.

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

Sincerely,
[Your Name]