

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

Dear [Customer Service Manager/Repair Department],  
I am writing to request a repair for my LCD screen, which was purchased on [Purchase Date] and has exhibited issues since [Date Issues Began]. The screen has [describe the issue, e.g., cracks, discoloration]. Please find attached a copy of my original purchase receipt and any relevant warranty information. I would appreciate your guidance on the next steps to get my LCD screen repaired.  
Thank you for your assistance. I look forward to your prompt response.  
Sincerely,  
[Your Name]