

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

Dear [Customer Service/Specific Contact Name],

Subject: Request for LCD Screen Replacement

I hope this message finds you well. I am writing to request a replacement for the LCD screen of my device, [Device Model/Brand], which I purchased on [Purchase Date]. Unfortunately, the screen has sustained [describe the issue, e.g., cracks, dead pixels] that have rendered the device unusable. Attached to this letter are copies of the purchase receipt and any relevant warranty information for your reference. I would appreciate your assistance in processing this replacement as soon as possible.

Please let me know the next steps and any additional information you may require. 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)]