

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request a replacement for the LCD screen of my mobile device, [Brand and Model], which has recently sustained damage. The details of the device are as follows:

- **Model:** [Model Name]
- **IMEI Number:** [IMEI Number]
- **Purchase Date:** [Purchase Date]

The screen is cracked and is affecting the usability of the device. I have attached a copy of my purchase receipt and any relevant warranty information for your reference.

I would appreciate it if you could provide instructions on how to proceed with the replacement process. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]