

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

[Recipient's Name]  
[Company/Store Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a replacement for a non-functional LCD that I recently purchased from your store.

Order Number: [Order Number]

Purchase Date: [Purchase Date]

Product Model: [Product Model]

Unfortunately, the LCD has developed issues, including [describe the issues, e.g., no display, color distortion, etc.], making it unusable for my needs. I have taken proper care of the product, and it has not been damaged in any way since I purchased it.

I would appreciate it if you could guide me through the replacement process or provide instructions on how to return the faulty product for a replacement.

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

Sincerely,

[Your Name]