

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

Customer Service Department  
LG Electronics  
[Company Address]  
[City, State, Zip Code]

Dear Customer Service Team,

I hope this letter finds you well. I am writing to express my concerns regarding my LG smartphone, model [Model Number], which I purchased on [Purchase Date]. Unfortunately, I have been experiencing [describe the issue briefly, e.g., battery problems, software glitches, etc.].

I would appreciate your guidance on how to resolve this matter. If necessary, I am willing to provide further information or documentation, such as a copy of my purchase receipt.

I look forward to your prompt response and assistance in addressing my concerns.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]