

[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 LG Customer Service,

Subject: [Brief Description of the Issue/Request]

I hope this letter finds you well.

I am writing to bring to your attention [describe the issue or request related to your LG phone, including model number and purchase date].

[Provide more details about the issue, including any troubleshooting steps taken or relevant experiences.]

I would appreciate any assistance you could provide in resolving this matter. Thank you for your attention to this issue.

Sincerely,
[Your Name]