

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

Customer Service

LG Electronics

[LG Address]

[City, State, Zip Code]

Dear LG Customer Service,

Subject: [Brief Subject of Your Letter]

I hope this letter finds you well. I am writing to express my [concerns, inquiries, feedback] regarding my LG phone [model name/number].

[Explain the issue or request in detail. Include relevant information such as purchase date, warranty status, and any troubleshooting steps taken.]

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

Sincerely,

[Your Name]