

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to follow up on my previous correspondence regarding the dispute I have been experiencing with my LG refrigerator, model [Model Number], purchased on [Purchase Date].

As noted in my earlier communication, the refrigerator has been experiencing [briefly describe the issue, e.g., cooling problems, unusual noise]. I had contacted your customer service on [Date of previous communication], but I have yet to receive a response regarding a resolution to this matter.

I would appreciate an update on the status of my complaint and any steps that can be taken to resolve this issue promptly. I value LG as a brand and hope to come to a satisfactory resolution soon.

Thank you for your attention to this matter. I look forward to hearing back from you.

Sincerely,
[Your Name]