

[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 message finds you well. I am writing to request repair service for my LG refrigerator, model [Model Number], which I purchased on [Purchase Date]. Unfortunately, I have been experiencing [describe the issue briefly, e.g., it is not cooling properly / there is a water leak / etc.] since [mention when the issue started].

Given the situation, I would appreciate your assistance in scheduling a service appointment at your earliest convenience. Please let me know what steps I need to take and any information you require from my end to facilitate this process.

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

Sincerely,
[Your Name]