

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

Dear [Recipient's Name],

I am writing to request a replacement for a VGA cable that I purchased on [purchase date] from your store. Unfortunately, the cable has become [brief description of the issue with the cable].

Details of my purchase are as follows:

- Product Name: VGA Cable
- Model Number: [Model Number]
- Order Number: [Order Number]

I would appreciate your guidance on how to proceed with the replacement process. Please let me know if you require any additional information from my side.

Thank you for your assistance.

Sincerely,

[Your Name]