

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Service Provider's Name]  
[Provider's Address]  
[City, State, Zip Code]

Subject: Service Request for VGA Cable

Dear [Service Provider's Name],

I hope this letter finds you well. I am writing to request assistance regarding my VGA cable service.

Details of the issue:

- Description of the problem: [Briefly describe the problem encountered with the VGA cable]
- Model/Serial number of the VGA cable: [Provide model or serial number if applicable]
- Purchase date: [Insert purchase date]

I would appreciate it if you could provide guidance on how to resolve this issue, or if necessary, arrange for a replacement or repair.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]