

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

[Recipient's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss an issue related to my LG Android device [Model/Version].

[Brief description of the issue or query, e.g., "I have been experiencing frequent crashes and unexpected shutdowns."]

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

Best regards,

[Your Name]  
[Your Phone Number]