

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
Dear [Recipient Name],  
Subject: [Brief Subject Line]  
[Opening Paragraph: State the purpose of the letter succinctly.]  
[Body Paragraph 1: Provide details necessary to support your purpose.  
Discuss your experience or concerns regarding LG handsets.]  
[Body Paragraph 2: Include any specific requests or questions you have.  
Be polite and clear about what you are seeking.]  
[Closing Paragraph: Thank the recipient for their attention and express  
anticipation for a prompt response.]  
Sincerely,  
[Your Name]  
[Optional: Your Title/Position, if applicable]  
[Optional: Your Company Name, if applicable]