

[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]