

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service Department

LG Electronics

[Company Address]

[City, State, Zip Code]

Dear LG Customer Service,

Subject: [Brief Subject of Your Letter]

I am writing to bring to your attention [describe the reason for your letter, e.g., a recent issue with my LG smartphone].

[Provide detailed information about the issue, including model number, purchase date, and any troubleshooting steps you have taken. If applicable, include information about warranty or previous communications with customer service.]

I would appreciate your assistance in resolving this matter as soon as possible. [State your desired outcome, e.g., repair, replacement, refund.]

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)]