

[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,

I hope this message finds you well. I am writing to express my concern regarding my LG cell phone, [Model Number], which I purchased on [Purchase Date]. Unfortunately, I have been experiencing [brief description of the issue].

I have attempted to resolve the problem by [briefly mention any troubleshooting steps taken]. However, the issue persists. I kindly request your assistance in addressing this matter and would appreciate any guidance on how to proceed.

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

Sincerely,
[Your Name]