

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

Customer Service  
HP Inc.

[HP Address]  
[City, State, Zip Code]

Subject: Adjustment Request for HP Laptop [Model/Serial Number]

Dear Customer Service Team,

I hope this message finds you well. I am writing to formally request an adjustment regarding my HP laptop, model [Model Number], with serial number [Serial Number], purchased on [Purchase Date].

Unfortunately, I have encountered a problem with [describe the issue briefly, e.g., performance, hardware malfunction, etc.]. Despite my efforts to [mention any troubleshooting steps taken], the issue persists. Under the warranty terms described in your policy, I would like to request [specific adjustment, e.g., repair, replacement, refund]. I believe this adjustment is fair considering [briefly justify your request, if necessary].

Attached are copies of the purchase receipt, warranty information, and any communication regarding this matter. I would appreciate your prompt attention to this issue.

Thank you for your assistance. I am looking forward to your response.

Sincerely,  
[Your Name]