

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to express my interest in the HP [specific model] laptop, and to inquire about its features and availability. As I am considering a purchase, I would appreciate any additional information regarding pricing, warranty, and customer support options.

Furthermore, I am particularly interested in [specific features or specs], and would like to know if there are any upcoming promotions or package deals.

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title] (if applicable)