

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

Customer Service
HP Inc.

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

Dear Customer Service,

I am writing to formally express my dissatisfaction with my HP laptop, model [Model Number], which I purchased on [Purchase Date] from [Retailer Name].

Unfortunately, I have been experiencing [describe the issue, e.g., performance issues, hardware malfunction, etc.] since [mention when you started experiencing the issue]. Despite following troubleshooting steps from the HP support website and several attempts to resolve the problem, the issues persist.

I would appreciate your assistance in resolving this matter. I would like to request a [repair, replacement, refund] for my laptop. Attached are copies of my purchase receipt and any relevant correspondence regarding this issue.

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

Sincerely,
[Your Name]