

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my recent inquiry regarding my HP laptop, [Model/Serial Number], which I purchased on [Purchase Date].

[Briefly summarize your previous communication or issue you experienced with the laptop].

I would appreciate any updates or further information regarding the status of my request. Thank you for your attention to this matter, and I look forward to your prompt response.

Best regards,

[Your Name]