

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

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

Dear [Recipient Name],

Subject: Notification Regarding HP Laptop

I am writing to inform you about [specific issue or reason for notification] concerning the HP laptop [model/serial number] that I purchased on [purchase date].

[Explain the situation in detail, including any troubleshooting steps taken or relevant information].

I would appreciate your guidance on how to proceed with this matter.

Please feel free to reach me at [your phone number] or [your email address] for any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Optional: Your Job Title or Position]