

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

[Date]
[Recipient's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my concerns regarding my HP laptop (model [Model Number]), which I purchased on [Purchase Date]. Despite my initial satisfaction with the device, I have encountered several issues that I believe need to be addressed.

[Briefly describe the issue(s) you are facing with the laptop, including any troubleshooting steps you have taken.]

I kindly request your assistance in resolving these matters, whether through repair, replacement, or any other means possible. I would appreciate it if you could direct me to the appropriate department or provide guidance on the next steps.

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

Sincerely,

[Your Name]
[Your Job Title (if applicable)]
[Your Company (if applicable)]