

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

Dear [Recipient Name],

Subject: Request for Repair Service on HP Laptop

I hope this message finds you well. I am writing to request a repair service for my HP laptop, model [Model Number], which I purchased on [Purchase Date]. The laptop has been experiencing issues, specifically [describe the problem, e.g., battery not charging, screen malfunction, etc.].

I have tried the following troubleshooting steps:

1. [Step 1]
2. [Step 2]
3. [Step 3]

Despite these efforts, the problem persists. I would appreciate it if you could provide information regarding the repair process, including estimated repair time and costs. My laptop's serial number is [Serial Number].

Please let me know the next steps to proceed with the repair. I look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]