

[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],

Subject: Notification of HP Laptop Repair

I am writing to inform you that your HP laptop requires repair due to [brief description of the issue, e.g., hardware malfunction, software issues, etc.].

The device in question is [Model Number/Description] and the serial number is [Serial Number]. Upon inspection, we have determined that [explain findings, e.g., the motherboard is faulty, the hard drive is malfunctioning, etc.].

We recommend proceeding with the following repairs:

- [List repair actions, e.g., motherboard replacement, software reinstallation, etc.]

The estimated cost for the repair is [cost estimate] and the expected turnaround time for the repair is [time estimate, e.g., 5-7 business days].

Please confirm your approval for this repair at your earliest convenience. We appreciate your prompt attention to this matter, and should you have any questions or require further information, do not hesitate to contact me at [Your Phone Number] or [Your Email Address]. Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]