

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

Dear [Recipient Name],

Subject: Request for HP Laptop Repair Service

I hope this message finds you well. I am writing to request repair service for my HP laptop, Model: [Model Number], which I purchased on [Purchase Date]. I am experiencing the following issues: [Briefly describe the issues].

I would appreciate it if you could provide information on the repair process, estimated time for completion, and any associated costs. Additionally, please let me know if there are any specific steps I need to follow for the service.

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

Best regards,

[Your Name]