

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

Customer Service Department
HP Laptop Repair Center
[Repair Center Address]
[City, State, Zip Code]

Subject: Request for Laptop Repair Service

Dear HP Customer Service,

I am writing to request repair service for my HP laptop, model [Model Number], which I purchased on [Purchase Date]. The device has been experiencing [briefly describe the issue, e.g., frequent crashes, battery issues, etc.].

I have attempted the following troubleshooting steps: [List any troubleshooting steps you've taken]. However, the issue persists. Please let me know how to proceed with the repair process. I can be reached at [Your Phone Number] or [Your Email Address] for any further information you may require.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]