

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

[Service Center Name]
[Service Center Address]
[City, State, ZIP Code]

Subject: Request for HP Laptop Repair

Dear [Service Center Manager's Name],

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

The laptop's serial number is [Serial Number], and it is currently under warranty. I have already attempted [mention any troubleshooting steps you have taken].

I would appreciate it if you could provide an estimated timeline for the repair process as well as any necessary steps I need to follow. I am looking forward to your prompt response so I can get my laptop back in working order as soon as possible.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]