

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

HP Customer Support

[HP Service Center Address]
[City, State, Zip Code]

Subject: Request for Warranty Repair - HP Laptop

Dear HP Customer Support,

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

The serial number of the laptop is [Serial Number]. As it is still under warranty, I would like to initiate the repair process. Please advise me on the next steps I should take, including any forms or documentation you require.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,
[Your Name]