

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

Dear [Recipient Name],

Subject: Letter of Intent for HP Laptop Repair Service

I am writing to express my interest in obtaining repair services for my HP laptop, model [Model Number], which has been experiencing [briefly describe the issue]. Given your company's expertise in HP laptop repairs, I believe you are well-equipped to handle this matter.

I am seeking a repair service that includes [list any specific repairs or services needed, e.g., hardware replacement, software troubleshooting, etc.]. I would appreciate a detailed assessment and quote for the work required.

Please let me know the next steps in initiating this service, including any necessary forms or documentation. I look forward to your prompt response.

Thank you for considering my request.

Sincerely,
[Your Name]