

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

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

Dear [Service Center Manager's Name],  
Subject: Request for HP Laptop Repair Service

1. **\*\*Introduction\*\***

- Briefly introduce yourself.
- Mention the model of your HP laptop and any relevant warranty information.

2. **\*\*Description of the Issue\*\***

- Clearly describe the problems you are experiencing with the laptop.
- Include any error messages or symptoms observed.

3. **\*\*Previous Attempts at Repair\*\***

- Mention any previous troubleshooting steps you have taken.
- Detail any past service history if applicable.

4. **\*\*Request for Service\*\***

- Request the needed repair or service.
- Specify any deadlines or urgency if applicable.

5. **\*\*Contact Information\*\***

- Provide your preferred method of communication for updates.

6. **\*\*Conclusion\*\***

- Thank the service center for their assistance.
- Express your expectation for a prompt response.

Sincerely,  
[Your Name]