

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

Customer Service

HP Inc.

[HP Service Center Address]

[City, State, Zip Code]

Subject: Request for Service for HP Laptop

Dear HP Customer Service,

I hope this letter finds you well. I am writing to request service for my HP laptop, which has been experiencing [describe the issue, e.g., frequent crashes, battery problems, etc.].

Details of the Laptop:

- Model: [Laptop Model]
- Serial Number: [Serial Number]
- Purchase Date: [Purchase Date]

The issue began on [date issue started], and despite troubleshooting steps I have taken (such as [list any troubleshooting steps]), the problem persists.

I kindly request your assistance in resolving this matter. Please advise on the next steps to proceed with the service or any additional information you may need.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]