

[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 Repair of HP Laptop

Dear [Service Center Manager's Name],

I am writing to request repair services for my HP laptop, model [Model Number], serial number [Serial Number], which has been experiencing [describe the issue briefly, e.g., "a persistent battery malfunction" or "screen display issues"].

I purchased this laptop on [Purchase Date] from [Store/Website Name], and it is still under warranty. Please find attached a copy of the purchase receipt for your reference.

I would appreciate it if you could provide guidance on the repair process, including any necessary documentation I should provide and the expected turnaround time for repairs. If possible, please confirm the appointment for the drop-off of the laptop at your service center.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

[Attachments: Receipt Copy]