

[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],

I hope this message finds you well. I am writing to request assistance with my HP laptop, model [Model Number], which I purchased on [Purchase Date]. Unfortunately, I have been experiencing some issues that I need help resolving.

The specific problems I have encountered include:

1. [Issue 1: Brief description]
2. [Issue 2: Brief description]
3. [Issue 3: Brief description]

I would greatly appreciate it if you could provide guidance on how to proceed with the repair process. If needed, I am happy to send my laptop in for inspection, and I would like to know the estimated time for repair and any associated costs.

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

Sincerely,

[Your Name]