

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

HP Customer Support

[HP Service Center Address]
[City, State, ZIP Code]

Subject: Request for Laptop Repair - [Model Number/Serial Number]

Dear HP Support Team,

I am writing to request assistance with my HP laptop, model [Model Number], serial number [Serial Number], which has been experiencing [describe the issue briefly, e.g., startup problems, screen flickering, etc.]. The purchase date of the laptop is [Purchase Date], and it is currently under warranty.

The problem started on [Date Problem Began], and I have attempted the following troubleshooting steps: [list any troubleshooting steps taken, e.g., rebooting, resetting, etc.]. Unfortunately, these efforts have not resolved the issue.

I kindly request repair services for my laptop. Please provide information regarding the next steps, including any necessary documentation, repair process, and estimated turnaround time.

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

Sincerely,
[Your Name]