

Subject: Request for HP Laptop Repair

Dear [Service Center Name/Customer Support],

I hope this message finds you well. I am writing to request a repair service for my HP laptop, model [Model Number], which is experiencing [describe the issue, e.g., "frequent shut downs" or "screen flickering"].

Purchase Date: [Purchase Date]

Warranty Status: [In warranty/Out of warranty]

Serial Number: [Serial Number]

Please let me know the process for sending in the laptop for repair, as well as any associated costs or required documentation.

Thank you for your assistance.

Best regards,

[Your Name]

[Your Contact Information]

[Your Address]