

[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 HP Laptop Repair

Dear HP Customer Support,

I hope this message finds you well. I am writing to request repairs for my HP laptop, model [Model Number], serial number [Serial Number], which I purchased on [Purchase Date].

The laptop has been experiencing the following issues:

1. [Describe the issue, e.g., screen flickering]
2. [Describe another issue, if applicable]

I have attempted the following troubleshooting methods:

1. [List troubleshooting steps taken]
2. [List additional steps, if any]

Given that the issues persist, I would appreciate your assistance in arranging for the necessary repairs. Please let me know the next steps and if I need to send the laptop to your service center.

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

Sincerely,

[Your Name]