

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Service Center Name]  
[Service Center Address]  
[City, State, Zip Code]

Dear [Service Center Manager/Technician's Name],

Subject: Request for Repair Service for HP Laptop

I hope this letter finds you well. I am writing to request repair services for my HP laptop, model [Model Number], which I purchased on [Purchase Date].

The laptop has been experiencing the following issues:

1. [Issue 1]
2. [Issue 2]

I would appreciate it if you could assess and repair the laptop at your earliest convenience. I have attached a copy of my purchase receipt and warranty information for your reference.

Please let me know if you require any further information or if I need to bring the laptop in for diagnosis.

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

Sincerely,  
[Your Name]