

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

Customer Service  
HP Inc.

[Company Address]  
[City, State, Zip Code]

Subject: Request for Repair Service for HP Laptop

Dear Customer Service,

I am writing to request repair service for my HP laptop, model [Model Number], with serial number [Serial Number]. The laptop was purchased on [Purchase Date] from [Retailer/Website].

The issue I am experiencing is [describe the problem in detail, e.g., screen not turning on, battery not charging, etc.]. I have attempted the following troubleshooting steps: [list any troubleshooting steps taken, e.g., restarting the device, checking connections, etc.].

Given the circumstances, I would appreciate guidance on how to proceed with the repair process, including any necessary forms or shipping instructions.

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

Sincerely,  
[Your Name]