

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

Customer Service Department
HP Inc.

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

Dear Customer Service Team,

I am writing to express my concerns regarding my HP printer model [Model Number], which I purchased on [Purchase Date]. Unfortunately, I have been experiencing [briefly describe the issue], which has affected my ability to [explain how it has impacted your work or usage].

I have attempted to resolve the issue by [mention any troubleshooting steps you have taken, e.g., checking connections, reinstalling drivers, etc.], but the problem persists. As such, I would greatly appreciate your assistance in resolving this matter.

Please let me know how I should proceed, whether it is a warranty claim, repair options, or any other recommendations you may have. I look forward to your prompt response and thank you for your attention to this matter.

Sincerely,
[Your Name]