

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

HP Customer Support

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

Dear HP Customer Support,

Subject: [Brief Subject of the Issue]

I am writing to express my concern regarding my HP printer, model [Model Number], which I purchased on [Purchase Date]. Unfortunately, I have been experiencing the following issues: [Describe the issue briefly].

I have already attempted the following troubleshooting steps: [List any steps you have taken to resolve the issue]. Despite these efforts, the problem persists.

I would appreciate your assistance in resolving this matter. If you require further information or details, please do not hesitate to contact me at [Your Phone Number] or via email at [Your Email Address].

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

Sincerely,
[Your Name]