

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

HP Customer Service  
HP Inc.

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

Subject: Service Request for [Product Name/Model]

Dear HP Customer Service,

I am writing to request service for my HP [Product Name/Model], which I purchased on [Purchase Date]. The product has been experiencing [describe the issue briefly].

Details of the product:

- Model: [Model Number]
- Serial Number: [Serial Number]
- Purchase Date: [Purchase Date]

Description of the issue:

[Provide a detailed description of the problem, including any troubleshooting steps you have already taken and any error messages received.]

I would appreciate your guidance on how to proceed with this service request. Please let me know if you require any further information.

Thank you for your assistance.

Sincerely,

[Your Name]