

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

HP Support

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

Dear HP Support Team,

Subject: [Brief Description of the Issue]

I hope this message finds you well. I am writing to seek assistance regarding [describe the issue you are facing, e.g., a malfunctioning laptop, printer problems, etc.].

Details of the issue:

- Product Model: [Model Number]
- Serial Number: [Serial Number]
- Date of Purchase: [Purchase Date]
- Description of the Problem: [Provide a concise description of the problem, including any troubleshooting steps already taken]

I would appreciate your guidance on how to resolve this issue as soon as possible. If needed, I am willing to provide any further information or documents to assist with the troubleshooting process.

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

Sincerely,

[Your Name]
[Your Contact Information]