

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

Customer Service  
HP Inc.

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

Dear Customer Service Team,

Subject: Inquiry Regarding HP Printer Issues

I hope this message finds you well. I am writing to seek assistance regarding issues I have been experiencing with my HP printer (Model: [Insert Model Number], Serial Number: [Insert Serial Number]).

[Briefly describe the issue you are facing, e.g., printer not responding, error messages, poor print quality, etc.]

I would appreciate your guidance on how to resolve this issue.

Additionally, if there are any troubleshooting steps or resources you recommend, please let me know.

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

Sincerely,  
[Your Name]