

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

HP Customer Service

[HP Address/Office]

[City, State, Zip Code]

Dear HP Customer Service,

Subject: [Brief Summary of Issue]

I am writing to bring to your attention an issue I have experienced with my [specific HP product, e.g., HP laptop, printer]. The model is [model number], and the serial number is [serial number].

[Describe the issue in detail, including when it started, any troubleshooting steps you have taken, and how it has affected your use of the product.]

I would greatly appreciate your assistance in resolving this matter.

Please let me know what steps can be taken to address this issue.

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

Sincerely,

[Your Name]