

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

Customer Service
HP Inc.

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

Dear HP Customer Service Team,

I am writing to express my dissatisfaction with the service I received regarding [specific issue or product, e.g., my HP laptop model XYZ that I purchased on date].

On [date of service or contact], I reached out to your support team for assistance with [brief description of the problem]. Unfortunately, my experience was far from satisfactory due to [specific issues encountered, e.g., long wait times, unhelpful responses, unresolved issues].

Despite my repeated attempts to resolve this matter, [describe any previous communication or efforts you undertook]. I had expected a higher level of service from a reputable company like HP, but this experience has been disappointing.

I would appreciate your immediate attention to this matter and hope to see a resolution at your earliest convenience. Thank you for your prompt response.

Sincerely,
[Your Name]