

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

HP Support

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

Subject: Request for Return Authorization

Dear HP Support Team,

I hope this message finds you well. I am writing to request a return authorization for my [Product Name] (Model: [Model Number], Serial Number: [Serial Number]), purchased on [Purchase Date]. Unfortunately, I have encountered [brief description of the issue].

As per your return policy, I would like to initiate the return process. Please provide me with the necessary return authorization number and instructions on how to proceed.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]