

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

HP Support
[Relevant Department or Contact Person]
HP Inc.

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

Dear HP Support Team,

I am writing to request assistance regarding an issue I am experiencing with my HP [Product Name and Model] that I purchased on [Purchase Date]. The problem I am facing is [describe the issue briefly]. Despite following the troubleshooting steps provided in the user manual and on your website, the issue persists. [You may want to include any relevant error messages or symptoms].

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

Additionally, if there are any steps I should take or forms I need to complete, please let me know.

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

Sincerely,

[Your Name]
[Your Job Title or Position, if applicable]