

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

HP Support

[HP's Service Center Address]
[City, State, Zip Code]

Dear HP Support Team,

Subject: Request for Repair of [Product Name/Model and Serial Number]

I hope this message finds you well. I am writing to request repair services for my HP device, which has been experiencing issues. The details of the device are as follows:

- Product Name: [Product Name]
- Model Number: [Model Number]
- Serial Number: [Serial Number]

The issue I am encountering is: [Briefly describe the problem, e.g., it is not powering on, has a screen malfunction, etc.].

I have attempted the following troubleshooting steps: [List any troubleshooting steps you have taken, e.g., restarting the device, checking connections, etc.]. Unfortunately, these measures have not resolved the issue.

I would appreciate your guidance on the next steps to arrange for a repair. Please let me know if there are any forms I need to fill out or any specific instructions I should follow.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]