

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

Technical Support Team  
HP Inc.

[Support Center Address]  
[City, State, Zip Code]

Dear Technical Support Team,

Subject: Request for Technical Assistance with HP Laptop [Model Number]

I hope this message finds you well. I am writing to request technical support for my HP laptop, model [Model Number], which I purchased on [Purchase Date] from [Retailer Name].

I am experiencing the following issues:

1. [Describe the first issue in detail]
2. [Describe the second issue in detail]
3. [Describe any additional issues, if applicable]

I have attempted the following troubleshooting steps:

- [List any troubleshooting steps you have taken]
- [List additional steps, if any]

Despite my efforts, the issues persist. I would greatly appreciate your guidance on how to resolve these problems.

Please let me know if you require any further information or if there are specific troubleshooting steps you would recommend.

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

Sincerely,

[Your Name]  
[Your HP Laptop Serial Number]