

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Equipment Inspection and Repair Notification

We are writing to inform you about the recent inspection conducted on [specific equipment name/ID] at [location]. Our inspection revealed the following issues that require immediate attention:

1. **\*\*Issue Description\*\***: [Briefly describe the issue, e.g., "Leak in hydraulic system"]

**\*\*Recommended Action\*\***: [Suggested repair action]

2. **\*\*Issue Description\*\***: [Another issue, e.g., "Brake pads worn out"]

**\*\*Recommended Action\*\***: [Suggested repair action]

In order to ensure the safety and proper functioning of the equipment, we recommend scheduling the necessary repairs as soon as possible. Please respond by [specific date] to confirm the repair schedule or if you have any questions regarding the inspection findings.

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

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]