

[Your Name]
[Your Position]
[Your Company/Organization]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company/Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request maintenance for the following equipment:

[Equipment Name/Model and Serial Number].

The issues identified include:

1. [Brief Description of Issue #1]
2. [Brief Description of Issue #2]
3. [Any Additional Issues]

This equipment is essential to our operations and ensuring its proper functioning is crucial. I kindly ask that maintenance be scheduled at your earliest convenience to avoid further disruption.

Please let me know if you need any additional information or have any questions regarding this request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]