

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

Dear [Recipient Name],

Subject: Equipment Repair Request

I hope this message finds you well. I am writing to formally request the repair of [specific equipment name] which is currently malfunctioning.

The details of the equipment are as follows:

- Equipment Model: [Model Number]
- Serial Number: [Serial Number]
- Description of the Issue: [Briefly describe the problem]

The malfunction has caused [describe the impact on operations, if applicable]. We would appreciate it if you could arrange for the necessary repairs at your earliest convenience.

Please let me know the next steps and any information you require from my side to expedite this request.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Job Title]