

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Equipment Repair Status Update

We hope this message finds you well. We are writing to provide you with an update regarding the repair status of your equipment.

Equipment Information:

- Equipment Type: [Type of Equipment]
- Model/Serial Number: [Model/Serial Number]
- Service Request Number: [Request Number]

Current Status:

As of [Date], the repair process is [current status, e.g., "in progress," "completed," "awaiting parts," etc.]. Our technicians have addressed [any specific work completed or required] and anticipate [next steps or timeline for completion].

Estimated Completion Date:

We expect the repairs to be completed by [Estimated Completion Date]. We appreciate your understanding and patience as we work to ensure your equipment is restored to optimal condition.

If you have any questions or require further information, please do not hesitate to reach out to us at [Your Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]