

[Your Name]
[Your Title]
[Your Company/Organization Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Service Provider's Name]
[Service Provider's Company Name]
[Service Provider's Address]
[City, State, Zip Code]

Dear [Service Provider's Name],

Subject: Equipment Service Repair Request

I am writing to request service for [equipment name/model] which is currently experiencing [describe the issue or malfunction]. We depend on this equipment for [explain how it is used and its importance to operations].

Details of the equipment:

- Equipment Name: [Name]
- Model/Serial Number: [Model/Serial Number]
- Purchase Date: [Purchase Date]

Please let us know the earliest possible date for a service visit and any information you require from our side to expedite the process. We appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Title]
[Your Company/Organization Name]