

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the repair of [describe equipment] that has recently malfunctioned. The equipment, [model number or description], was purchased on [purchase date] and has been experiencing issues such as [briefly describe the problems].

Given the importance of this equipment for [reason for reliance on the equipment], I would appreciate your prompt assistance in addressing this matter. Please let me know the steps we need to take to initiate the repair process, including any relevant documentation or authorized service centers.

Thank you for your attention to this issue. I look forward to your timely response.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name] (if applicable)