

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

Dear [Recipient Name],

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

Details of the issue are as follows:

- ****Equipment Name/Model:**** [Insert name/model]
- ****Serial Number:**** [Insert serial number]
- ****Nature of the Problem:**** [Describe the issue in detail]
- ****Date of Purchase:**** [Insert date]

This equipment is crucial for [brief reason why it's important for operations, e.g., productivity, safety]. We would appreciate your prompt attention to this matter as it is affecting our [mention impact on work, project deadlines, etc.].

Please let me know how to proceed with the repair process. I am looking forward to your swift response.

Thank you for your assistance.

Sincerely,

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