

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Technician's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Technician's Name],

I hope this message finds you well. I am writing to request your assistance with the repair of [specific equipment name/model], which has been experiencing [describe the issue briefly].

The malfunction has been observed since [mention when the issue started], and it has significantly impacted our [work/process]. We would appreciate it if you could schedule a visit at your earliest convenience to assess and repair the equipment.

Please let me know your availability or if you require any further details to prepare for the repair.

Thank you for your attention to this matter.

Best regards,

[Your Name]
[Your Position] (if applicable)
[Your Company Name] (if applicable)