

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

Dear [Recipient's Name],

Subject: Urgent Equipment Repair Request

I hope this message finds you well. I am writing to urgently request repair services for [specific equipment] that has encountered [brief description of the issue]. This issue has significantly impacted our operations, causing [mention any consequences or urgency].

We would greatly appreciate your prompt attention to this matter. Please let us know your availability for repairs at your earliest convenience. If there are any forms or procedures to expedite this request, I would be happy to complete them immediately.

Thank you for your quick response to this urgent situation.

Best regards,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Company/Organization]