

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Maintenance Equipment Repair Request

I hope this message finds you well.

I am writing to formally request the repair of [specific equipment name or model] which has been experiencing [brief description of the issue, e.g., malfunction, breakdown]. The equipment was last serviced on [date of last service], and its current condition is affecting our operations.

Details of the issue:

- Equipment Type: [Type/Model Name]
- Serial Number: [Serial Number]
- Description of Problem: [Detailed description of the issue]
- Requested repair date: [Desired date for repair]

We would appreciate it if you could address this matter at your earliest convenience. Please let us know if you need any further information or if a site visit is necessary for assessment.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]