

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to request repairs for [specific equipment name/model] that is currently experiencing issues. The equipment was last serviced on [date], and we have noticed the following problems: [briefly list issues].

Given the importance of this equipment to our operations, we would appreciate your prompt attention to this matter. Please let us know the earliest possible date for a technician to assess and repair the unit. Thank you for your assistance. Should you need further details or wish to discuss this issue, please do not hesitate to contact me directly.

Sincerely,

[Your Name]
[Your Position]
[Your Company]