

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Repair Service Name]  
[Repair Service Address]  
[City, State, Zip Code]

Dear [Repair Service Contact Name],

I hope this letter finds you well. I am writing to request a repair for one of our machinery units, specifically [describe the machinery, e.g., "the Model X lathe"].

The machine has recently experienced [describe the issue, e.g., "frequent breakdowns and unusual noises during operation"], which has affected our production schedule. We believe a professional service is required to diagnose and resolve these issues effectively.

Please let us know your availability to assess the machinery and provide a quote for the necessary repairs. We would appreciate a prompt response, as we rely heavily on this equipment for our daily operations.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company Name]