

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

Subject: Request for Hardware Replacement

I hope this message finds you well. I am writing to formally request a hardware replacement for our QNAP system, serial number [Serial Number], due to [briefly explain the reason, e.g., malfunction, failure, etc.]. After performing a thorough assessment, we have determined that [provide details about the issue or failure]. This has impacted our operations significantly, and we believe that replacing the hardware is the most effective solution.

We kindly ask for your assistance in initiating the replacement process at your earliest convenience. Please let us know what steps we need to follow to expedite this request.

Thank you for your prompt attention to this matter. We look forward to your swift response.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]  
[Your Contact Information]