

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Maintenance Service Request for QNAP Devices

I hope this message finds you well.

We are writing to formally request maintenance service for our QNAP devices, which are essential for our operations. We have encountered some issues that require your expert attention.

Details of the devices are as follows:

- ****Model:**** [Model Number]
- ****Serial Number:**** [Serial Number]
- ****Location:**** [Device Location]

The specific issues we are experiencing include:

1. [Issue Description 1]
2. [Issue Description 2]
3. [Issue Description 3]

We would appreciate your prompt attention to this matter and kindly request to schedule a service visit at your earliest convenience. Please let us know your available dates and times.

Thank you for your assistance. We look forward to your swift response.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]