

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Sensor Replacement

I hope this letter finds you well.

I am writing to formally request the replacement of the sensor located at [specific location or description of the sensor] due to [brief explanation of the issue, e.g., malfunction or degradation]. The sensor has been experiencing [describe the problem], which has significantly impacted [mention any related issues, like operational efficiency or safety concerns].

It is essential to address this issue promptly to ensure [mention any consequences of delay, e.g., optimal performance or compliance with safety standards]. I kindly ask that you initiate the process for the replacement at your earliest convenience.

Please let me know the necessary steps to proceed or if any additional information is needed from my end. I appreciate your attention to this matter and look forward to your timely response.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]