

Technical Support Request for Hardware Malfunction

Date: [Insert Date]

To: Technical Support Team

From: [Your Name]

Email: [Your Email]

Phone: [Your Phone Number]

Subject: Request for Technical Support - Hardware Malfunction

Dear Technical Support Team,

I am writing to request assistance regarding a hardware malfunction related to [describe the hardware, e.g., "my laptop," "the office printer," etc.]. The issue started on [insert date or time frame] and has since [briefly describe the symptoms of the malfunction, e.g., "not powered on," "producing error messages," etc.].

Details of the hardware:

- Device: [Device Name]
- Model: [Model Number]
- Serial Number: [Serial Number]

Steps I have taken to resolve the issue:

1. [Step taken 1]
2. [Step taken 2]
3. [Step taken 3]

I would appreciate any guidance or support you can provide to resolve this issue as soon as possible. Please let me know if you need any additional information.

Thank you for your assistance.

Sincerely,

[Your Name]