

# Hardware Malfunction Notification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Hardware Malfunction Notification

Dear [Recipient Name],

I am writing to inform you of a hardware malfunction that has been detected in [specific hardware/component]. The issue was first observed on [date of first observation] and has since impacted [describe the effects of the malfunction on operations].

Our preliminary diagnosis indicates that [briefly outline the suspected issue]. We recommend taking immediate action to [suggest potential solutions or actions to be taken].

Please prioritize this issue and let me know how you would like to proceed. If you require any further information or assistance, do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]