

# Device Malfunction Report

**Date:** [Insert Date]

**To:** [Recipient's Name]

**From:** [Your Name]

**Subject:** Reporting Device Malfunction

Dear [Recipient's Name],

I am writing to report a malfunction with the [Device Name or Model] that I have encountered on [Date of Issue]. The device is experiencing the following issues:

- [Brief Description of the Issue 1]
- [Brief Description of the Issue 2]
- [Additional Details if Necessary]

This issue has impacted my ability to [Explain the effect or inconvenience caused]. I would appreciate your assistance in resolving this matter at your earliest convenience. If needed, I can provide further details or documentation regarding the problem.

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

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Contact Information]