

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Position]

[Insert Company/Organization Name]

[Insert Company Address]

Subject: Appliance Malfunction Report

Dear [Insert Recipient's Name],

I am writing to report a malfunction related to [Insert Appliance Name] at [Insert Location/Department]. The issue was first noticed on [Insert Date] and has since escalated to affect our operations.

Details of the malfunction:

- Appliance Model: [Insert Model Number]
- Nature of the Problem: [Describe the issue]
- Impact on Operations: [Explain how it affects operations]
- Actions Taken: [List any troubleshooting steps taken]

We would appreciate it if you could address this issue at your earliest convenience. Please let me know if you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Company/Organization Name]