

## To: IT Support Team

Date: [Insert Date]

From: [Your Name]

Subject: Notification of Hardware Failure

Dear IT Support Team,

I am writing to notify you of a hardware failure that I have experienced with my workstation. The details of the issue are as follows:

- **Device:** [Specify device, e.g., laptop, desktop, printer]
- **Model:** [Specify model]
- **Serial Number:** [Specify serial number]
- **Nature of the Issue:** [Describe the problem, e.g., won't power on, error messages]
- **Time of Occurrence:** [Specify when the issue was first noticed]

Please let me know the next steps to resolve this issue, and if any additional information is needed.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]