

# Office Equipment Malfunction Report

Date: [Insert Date]

To: [Insert Supervisor/Manager's Name]

From: [Your Name]

Subject: Reporting Malfunctioning Office Equipment

Dear [Supervisor/Manager's Name],

I am writing to report a malfunction with the office equipment located in [specific location or department]. The details of the malfunction are as follows:

- **Equipment Type:** [e.g., Printer, Copier, Fax Machine]
- **Model:** [Insert Model Number]
- **Description of the Issue:** [Brief description of the problem]
- **Last Known Working Condition:** [Date or time frame]

I recommend that we schedule a service technician to examine the issue as soon as possible to minimize disruption in our workflow. Please let me know if you need any further information or if there are steps I should take in the meantime.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]