

# Malfunctioning Air Conditioner Report

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Report of Malfunctioning Air Conditioner

Dear [Recipient's Name],

I am writing to inform you about a malfunctioning air conditioner located at [Location/Room Number]. The unit has been experiencing issues since [insert date of first occurrence], and the following problems have been observed:

- Inadequate cooling
- Odd noises coming from the unit
- Frequent shutdowns

These issues have been affecting the comfort level in the area and need to be addressed as soon as possible. I recommend scheduling a maintenance inspection at your earliest convenience to resolve these problems.

Thank you for your attention to this matter. Please let me know if you need any further information.

Sincerely,

[Your Name]

[Your Contact Information]