

Computer Malfunction Report

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Computer Malfunction Report

Dear [Recipient's Name],

I am writing to formally report a malfunction of the computer assigned to me. Below are the details regarding the issue:

Device Information:

- Device Type: [e.g., Laptop/Desktop]
- Brand: [e.g., Dell/HP]
- Model: [e.g., XPS 15/EliteBook]
- Serial Number: [e.g., 123456789]

Nature of Malfunction:

[Provide a detailed description of the issue, including any error messages, symptoms, and actions taken. Example: "The computer fails to boot and displays a blue screen error: 'Critical Process Died'"]

Impact:

[Explain how the malfunction affects your work and productivity]

Request for Assistance:

I kindly request your assistance in diagnosing and resolving this issue at your earliest convenience. If necessary, I am available for further discussion or troubleshooting.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]