

# Hardware Failure Notification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Notification of Hardware Failure

Dear [Recipient Name],

This letter serves to inform you that we have encountered a hardware failure with [specify hardware, e.g., "the primary server", "the network printer", etc.]. The issue was detected on [insert date of detection], and has impacted [describe impact, e.g., "system performance", "network functionality", etc.].

Our team is currently investigating the matter to determine the root cause and develop a resolution. Please be assured that we are prioritizing this issue to restore full functionality as quickly as possible.

We appreciate your understanding and patience during this time. Should you have any questions or require further information, please feel free to contact me directly.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]