

# Subcontractor Equipment Failure Documentation

Date: [Insert Date]

To: [Client's Name]

[Client's Company Name]

[Client's Address]

From: [Your Name]

[Your Company Name]

[Your Address]

## Subject: Equipment Failure Notification

Dear [Client's Name],

We are writing to formally document the failure of equipment used in the [Project Name/Description] on [Date of Failure]. The following details outline the incident:

### Equipment Details

- Equipment Type: [Insert Type]
- Model/Serial Number: [Insert Model/Serial Number]
- Location: [Insert Location]

### Failure Description

[Provide a detailed description of the equipment failure, including any immediate impacts on the project.]

### Action Taken

[Detail any immediate corrective actions taken to address the failure and minimize disruption.]

### Next Steps

[Outline any further actions planned to rectify the issue, including timelines and potential impacts on project schedule.]

We appreciate your understanding in this matter and will keep you updated on our progress.  
Please do not hesitate to contact us if you have any questions or require additional information.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]