

Subcontractor Equipment Repair Request

Date: [Insert Date]

To: [Insert Contractor's Name]

[Insert Contractor's Address]

Subject: Equipment Repair Request - [Insert Equipment Name/ID]

Dear [Insert Contractor's Name],

I hope this message finds you well. I am writing to formally request the repair of the following equipment that is currently in our possession:

- **Equipment Name:** [Insert Equipment Name]
- **Equipment ID:** [Insert Equipment ID]
- **Description of Issue:** [Insert Detailed Description of the Problem]
- **Location:** [Insert Location of Equipment]

We have attempted preliminary troubleshooting but have been unable to resolve the issue. Therefore, we kindly request your assistance in arranging for repair at your earliest convenience.

Please let us know if you require any further information or if there are specific forms we need to complete.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]