

To: [Manager's Name]

From: [Your Name]

Date: [Insert Date]

Subject: Documentation of Broken Machinery for Review

Dear [Manager's Name],

I am writing to formally document an incident involving broken machinery that requires your review and action. The details are as follows:

Machinery Details

- **Machine Type:** [Insert Machine Type]
- **ID/Serial Number:** [Insert ID/Serial Number]
- **Location:** [Insert Location]
- **Date of Incident:** [Insert Date]

Description of the Issue

[Provide a detailed description of what happened, including any relevant observations and immediate actions taken.]

Impact on Operations

[Explain how the broken machinery affects current operations and any potential consequences.]

Recommended Actions

[Suggest next steps for repair or replacement, including any needed approvals or additional resources.]

Thank you for your attention to this matter. I look forward to your feedback and guidance on how to proceed.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]