

# Request for Repair or Replacement

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the repair or replacement of tools that have been damaged in the course of our operations. The following tools have been affected:

- Tool 1: [Description] - [Condition]
- Tool 2: [Description] - [Condition]
- Tool 3: [Description] - [Condition]

These tools are essential for our work, and their current state is impacting our efficiency. I kindly ask for your assistance in facilitating the repair or replacement process at your earliest convenience.

Thank you for your attention to this matter. Please feel free to reach out if you need any further details.

Sincerely,

[Your Name]

[Your Position]

[Your Company]