

Equipment Malfunction Notification

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Subject: Notification of Equipment Malfunction

Dear [Supplier Contact Name],

We are writing to formally notify you of a malfunction that has occurred with the equipment supplied by your company, specifically the [Equipment Name/Model Number], which was delivered on [Delivery Date]. This issue was first identified on [Date of Malfunction].

The following details outline the nature of the malfunction:

- **Description of Malfunction:** [Brief Description]
- **Impact on Operations:** [Explain how it affects your operations]
- **Steps Taken to Address the Issue:** [List any troubleshooting or maintenance performed]

We kindly request your urgent attention to this matter, as the malfunction is affecting our operations. Please advise us on the next steps for repair or replacement as per our agreement.

We appreciate your prompt response to this notification.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]