

# Equipment Maintenance Request

**Date:** [Insert Date]

**To:** [Maintenance Supervisor/Manager Name]

**From:** [Your Name]

**Department:** [Your Department]

**Contact Number:** [Your Phone Number]

## **Subject: Request for Equipment Maintenance**

Dear [Maintenance Supervisor/Manager Name],

I am writing to formally request maintenance for the following equipment located in [specific room/location] of our specialized facility:

- **Equipment Name:** [Name of Equipment]
- **Model/ID:** [Model Number or ID]
- **Description of Issue:** [Brief description of the problem]

This equipment is critical for our operations, and timely maintenance will help ensure continued functionality and safety. I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me directly if you need any additional information.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Department]