

Letter Regarding Issues with Rented Machinery

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Rental Company Name]

[Rental Company Address]

[City, State, Zip Code]

Dear [Rental Company Contact Name],

I hope this message finds you well. I am writing to formally address some issues we have encountered with the machinery rented from your company, specifically the [Machine Name/Model].

On [Date of Rental], we rented the equipment for [duration/location of use]. However, we have experienced the following issues:

- [Issue 1: Description of the problem]
- [Issue 2: Description of the problem]
- [Issue 3: Description of the problem]

These issues have caused [explain any impact, delays, etc.], and we would appreciate your prompt attention to these matters. We kindly request a maintenance check, replacement, or other resolution that aligns with our rental agreement.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position/Title (if applicable)]