

Maintenance Request

Date: [Insert Date]

To: [Maintenance Department/Service Team]

From: [Your Name]

Position: [Your Position]

Contact Information: [Your Contact Information]

Subject: Maintenance Request for Simultaneous Interpretation Equipment

Dear [Maintenance Team/Technician's Name],

I hope this message finds you well. I am writing to request maintenance for the simultaneous interpretation equipment that we use in our upcoming events. We have noticed the following issues:

- [Issue 1 Description]
- [Issue 2 Description]
- [Issue 3 Description]

These issues are affecting our ability to provide clear communication during our sessions. We would appreciate it if you could schedule a maintenance check at your earliest convenience.

Please let me know if you require any further information or if there are any forms we need to fill out.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]