

# On-Site Equipment Repair Request

Date: [Insert Date]

To: [Repair Service Company Name]

From: [Your Name]

Company: [Your Company Name]

Address: [Your Address]

Contact Number: [Your Phone Number]

Email: [Your Email]

## **Subject: Request for On-Site Equipment Repair**

Dear [Service Technician/Manager's Name],

I am writing to request on-site repair services for the following equipment:

- **Equipment Type:** [Specify Equipment]
- **Model Number:** [Insert Model Number]
- **Serial Number:** [Insert Serial Number]
- **Description of Issue:** [Briefly describe the problem]

We require the repair to be completed as soon as possible due to its impact on our operations. Please confirm availability and the earliest date a technician can visit our site.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]