

Faulty Equipment Reporting

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally report an issue with the equipment [Equipment Name/ID] that was issued to me on [Date of Issue]. The equipment has been experiencing the following issues:

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

These issues have impacted my ability to [describe how it affects your work]. I have taken the following steps to address the problem:

- [Step Taken 1]
- [Step Taken 2]

However, the problem persists, and I believe it requires further inspection or repair. I kindly request that this matter be addressed at your earliest convenience.

Please let me know if you require any additional information or if I can assist in any way to expedite the process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]