

Tool Breakdown Communication

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notification of Tool Breakdown

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about a breakdown that has occurred with one of our tools, specifically the [Tool Name/ID], which was last used on [Last Used Date].

The breakdown was caused by [Brief Description of the Issue]. As a result, we are unable to use this tool until it has been repaired or replaced.

We are currently taking the following steps to address this issue:

- Assessing the extent of the damage.
- Contacting maintenance for repairs.
- Arranging for a temporary replacement tool if necessary.

We will keep you updated on the progress and expect to have the tool operational by [Expected Date of Repair/Replacement]. If you have any questions or require further information, please feel free to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]