

Hardware Malfunction Report

Date: [Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Report of Hardware Malfunction

Dear [Recipient's Name],

I am writing to formally report a malfunction in the hardware associated with [specific device or system]. The issue was first noticed on [date of first occurrence] and has continued to [describe frequency or pattern of occurrence].

Details of the malfunction:

- **Device Model:** [Model Number]
- **Serial Number:** [Serial Number]
- **Symptoms:** [Description of symptoms]
- **Impact:** [Description of how it affects operations]

Attempts to resolve the issue included:

- [Step 1]
- [Step 2]
- [Step 3]

Despite these efforts, the problem persists, and we recommend further evaluation and repair. Please let me know how you would like to proceed with this matter.

Thank you for your attention to this urgent issue.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]