

# Hardware Replacement Request

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to formally request the replacement of hardware associated with [specific details about the hardware, e.g., model number, inventory number]. The current hardware has been experiencing [describe the issues briefly, e.g., malfunction, wear and tear, etc.] which has impacted our [mention any affected processes or services].

Given the circumstances, I believe that a replacement is necessary to ensure [explain benefits of replacement, e.g., operational efficiency, continued support, etc.]. I have included relevant documentation detailing the issues we are facing as well as [any other supportive materials, e.g., purchase orders, warranties].

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]