

# Hardware Procurement Issue Report

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Reporting Hardware Procurement Issue

Dear [Recipient Name],

I am writing to formally report an issue regarding the procurement of hardware for [specific project or department]. We have encountered the following challenges:

- **Issue Description:** [Brief description of the issue]
- **Impact:** [How this issue affects operations or project timelines]
- **Urgency:** [Indicate the urgency of the issue]

We have attempted to resolve this by [describe any actions taken], but unfortunately, it has not been successful. I recommend the following steps to address the issue:

1. [First recommended action]
2. [Second recommended action]
3. [Third recommended action]

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]