

Hardware Issue Troubleshooting Status

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Update on Hardware Issue Troubleshooting

Dear [Recipient Name],

I am writing to provide you with an update regarding the ongoing troubleshooting of the hardware issue reported on [insert issue date].

Issue Description

[Brief description of the hardware issue]

Current Status

[Status of the troubleshooting process]

Next Steps

[Outline any next steps you will take or actions required from the recipient]

Estimated Resolution Timeframe

[Provide an estimate for when the issue may be resolved]

Please feel free to reach out if you have any questions or concerns regarding this matter.

Thank you for your patience.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]