

Defective Machinery Inquiry

Date: [Insert Date]

To: [Recipient's Name]

Company Name: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to inquire about a defective machinery issue that we have encountered with [specific machinery name or model]. This machinery was purchased on [purchase date] and has been experiencing the following issues: [briefly describe the issues].

We would appreciate your guidance regarding the necessary steps to resolve this matter, including any potential repair or replacement options available. Please let us know your preferred course of action and any additional information you may require from our end.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]