

Equipment Malfunction Request

Date: [Insert Date]

To: [Supervisor/Manager's Name]

From: [Your Name]

Subject: Request for Equipment Malfunction Assistance

Dear [Supervisor/Manager's Name],

I am writing to formally request assistance regarding a malfunction with [specific equipment name]. The issue was first noticed on [insert date], and despite my efforts to troubleshoot, the problem persists.

The specific problems observed are as follows:

- [Describe issue 1]
- [Describe issue 2]
- [Describe issue 3]

Please let me know if you require any additional information or if there are further steps I should take. I appreciate your assistance in addressing this matter promptly to minimize disruption to our operations.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]