

# Faulty Equipment Report

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Your Name]

Subject: Report of Faulty Equipment

Dear [Recipient Name],

I am writing to formally report an issue with the following equipment:

**Equipment Name:** [Insert Equipment Name]

**Model Number:** [Insert Model Number]

**Serial Number:** [Insert Serial Number]

**Date of Purchase:** [Insert Purchase Date]

**Issue Description:**

[Insert detailed description of the issue, including any relevant symptoms or error messages.]

Despite attempts to resolve the issue [briefly explain any troubleshooting steps taken], the problem persists. This equipment is essential for [explain the importance of the equipment to your work].

I would appreciate your prompt attention to this matter, as it may affect our operations. Please advise on the next steps for repair or replacement.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]