

Malfunctioning Tool Notification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that there has been a malfunction with the following tool:

- Tool Name: [Tool Name]
- Model Number: [Model Number]
- Serial Number: [Serial Number]

Details of the malfunction:

[Describe the issue briefly]

We recommend that you refrain from using the tool until it has been inspected and repaired. Please contact our service department at [Service Department Contact Information] to schedule a maintenance appointment or for assistance with troubleshooting.

We apologize for any inconvenience this may cause and appreciate your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]