

Request for Maintenance Support

Date: [Insert Date]

To: [Maintenance Department/Appropriate Authority]

From: [Your Name]
[Your Position]
[Your Laboratory/Department]
[Your Contact Information]

Subject: Petition for Maintenance Support for Laboratory Equipment

Dear [Recipient's Name],

I am writing to formally request maintenance support for the following laboratory equipment in our facility:

- Equipment Name: [Insert Equipment Name]
- Model/Serial Number: [Insert Model/Serial Number]
- Date of Purchase: [Insert Date]
- Issues Encountered: [Briefly Describe the Issues]

As you are aware, the proper functioning of our laboratory equipment is crucial for our ongoing research and projects. The issues listed above have led to [describe the consequences of the malfunction on research, if applicable].

We would greatly appreciate it if you could prioritize this request and provide the necessary maintenance support at your earliest convenience. Please let me know if you require any further information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Laboratory/Department]
[Your Signature (if sending a hard copy)]