

Emergency Maintenance Request

To: [Maintenance Team/Service Provider]

From: [Your Name]

Company: [Your Company Name]

Date: [Date]

Equipment ID: [Equipment ID/Serial Number]

Equipment Type: [Type of Equipment]

Description of Breakdown:

[Provide a brief description of the emergency breakdown and any symptoms observed]

Urgency Level: High

Requested Response Time: Immediate

Contact Information:

Phone: [Your Phone Number]

Email: [Your Email Address]

Thank you for your prompt attention to this urgent matter.

Sincerely,

[Your Name]

[Your Job Title]