

# Equipment Maintenance Request

Date: [Insert Date]

To: [Maintenance Supervisor's Name]

Company: [Company Name]

Address: [Company Address]

Dear [Maintenance Supervisor's Name],

I am writing to formally request maintenance for the construction equipment listed below due to troubleshooting issues we have been experiencing:

- Equipment Type: [Specify Type]
- Make/Model: [Specify Make/Model]
- Serial Number: [Specify Serial Number]
- Description of Issues: [Briefly describe the issues]

We have noticed these problems on several occasions, and they have begun to impede our project timeline. We would appreciate it if you could send a technician as soon as possible to assess and resolve the issues.

Thank you for your prompt attention to this matter. Please let me know if you need any more information.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Company Name]