

Construction Equipment Maintenance Request

Date: [Insert Date]

To: [Maintenance Manager's Name]

[Company Name]

[Company Address]

Dear [Maintenance Manager's Name],

I am writing to formally request urgent maintenance for the following construction equipment:

- Equipment Type: [Type of Equipment]
- Model: [Model Number]
- Issue: [Description of the Issue]
- Location: [Job Site Location]
- Required Action: [Specify the Urgent Needs]

The equipment is currently out of operation and is crucial for the progress of our ongoing project. We kindly request that you prioritize this maintenance to avoid further delays.

Please let us know the earliest possible time for your maintenance team to address this issue. Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]