

Notification of Hardware Malfunction

Date: [Insert Date]

To: Support Team

From: [Your Name]

Subject: Notification of Hardware Malfunction

Dear Support Team,

I am writing to inform you about a hardware malfunction that has been affecting my workstation. The following details outline the issue:

- **Device Type:** [e.g. Laptop, Desktop, Printer]
- **Brand/Model:** [e.g. Dell XPS 15]
- **Issue Description:** [Describe the malfunction; e.g. device not powering on, unusual noises, etc.]
- **Time and Date of Occurrence:** [Insert Time and Date]
- **Actions Taken:** [e.g. restarted device, checked connections, etc.]

I kindly request your assistance in resolving this issue at your earliest convenience. Please let me know if you need any further information to assist with troubleshooting.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]