Urgent repair request email template

Subject: Urgent Repair Required

Hi [Maintenance Team],

I need urgent assistance with [specific equipment/problem] as it has stopped functioning and is affecting daily operations. Immediate attention would be highly appreciated to prevent further disruption.

Please confirm when someone can be dispatched.

Thanks,

[Your Name]

Get more templates here: https://www.lettersandtemplates.com/letters/maintenance-request-letter