

Date: [Insert Date]

To: [Vendor Name]

Attn: [Maintenance Department/Contact Person]

[Vendor Address]

[City, State, Zip Code]

**Subject: Urgent Maintenance Request - Faulty Cash Dispenser**

Dear [Contact Name],

I am writing to formally request an urgent repair for the cash dispenser located at [Store/Branch Location].

**Equipment Details:**

Machine Model: [Insert Model Number]

Serial Number: [Insert Serial Number]

Terminal ID: [Insert Terminal ID]

**Description of Issue:**

[Describe the problem, e.g., mechanical jam, failure to dispense bills, frequent error codes, or screen malfunction].

This issue is causing significant disruption to our daily operations and inconvenience to our customers. As this equipment is under [Warranty/Service Agreement Number], we request that a technician be dispatched to our location immediately to resolve the fault.

Please confirm receipt of this request and provide an estimated time of arrival for the technician.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Phone Number]

[Your Email Address]