**To:** *Supervisor Name***From: Employee** *Name***Date:** 6th March 2020  
**Subject:** Complaint for nonfunctioning of an electrical component

I have been writing to the management regarding the air conditioner not working properly. The temperature is getting warmer and it is very hard to work in such temperatures. One of our fellow colleagues is sick due to this reason. The floor gets really suffocated once all the staff joins and starts using their systems. The electrician visited 2 weeks ago and repaired all the air conditioners. But it seems like he missed fixing the air conditioner on our floor area. All our paperwork and files are also getting damaged due to the dampness in the environment. I would like to request you to arrange a new air conditioner for us as soon as possible.

I have contacted a few service providers and I have attached their list for you. Please let me know if I can help further.

Employee Name & Sign

Authorized Signatory

Cc: Human Resources

Personal file