[Your Name]

Managing Director

International Business Management (IBM)

Date

**RE:** [SUBJECT]

Dear Mr. /Mrs. XYZ,

This is to inform you that the machine installed at passage D1 is not working properly. The material gets stuck up and with continuous effort to resume production, we end up in breakage. I had earlier contacted the technical department for this, but they had paid no heed to the issue. I request you to please investigate this problem and help devise a solution so that we may be able to resume production.

Sincerely,

ABC

Email. abcd@gmail.com