



# Chittagong Port Authority.

Computer Center

Date:

To,

Systems Analyst

Chittagong Port Authority

Chittagong.

**Subject: Application for Maintenance of the below mentioned machine.**

Dear Sir

This is our request that you take necessary maintenance and repair measures as per the User and Machine information given below.

Employee ID		Device Type	
Employee Name		Brand	
Designation		Model	
Section		Serial/Teg No	
Department		1 <sup>st</sup> Install date	
Mobile/PABX		1 <sup>st</sup> service date	
Problem			

We would be grateful if you would kindly consider taking immediate action.

\_\_\_\_\_  
Signature of Complainant

Seal

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(Filled By Computer Center Maintainer Person)

Technical Issues (Brief Description)	
Required Hardware/ Service (Brief Description)	1. 2. 3.

\_\_\_\_\_  
Maintainers Name & Signature