

To

The In-Charge, IT Cell,  
AIIMS Patna.

**Subject: Request for Technical Assistance for Malfunctioning IT Equipment**

Dear Sir,

I am writing to bring to your attention the technical issues encountered with the following IT equipment at AIIMS Patna:

1. HP Compaq Elite 8300 Microtower (Serial No. INA249SSXY; Product No. DOP93PA#ACJ)
2. HP Compaq 8200 Microtower (Serial No. INA2120XGZ; Product No. B4B41PA#ACJ) - working.
3. HP EliteDesk 800 G1 (Serial No. INA4412TLG0; Product No. K3Q76PC#ACJ)
4. HP EliteDesk 800 G1 (Serial No. INA442TLJF; Product No. K3Q76PC#ACJ)
5. HP Compaq 8200 Elite Small (Serial No. INA211QSF9; Product No. B4B43PA#ACJ)
6. HP Compaq LE 1902x Monitor (Serial No. CNT227381G; Product No. LL574A) - working -
7. HP V192 Monitor (Serial No. 6CM436066W; Product No. E5H82AA) - working -
8. HP V192 Monitor (Serial No. 6CM4360853; Product No. E5H82AA) - working -
9. HP V192 Monitor (Serial No. 6CM436080Z; Product No. E5H82AA) - working but single line problem.
10. SHARP AR 6020 (Serial No. 63007596) - working but error, s. 7.

It has come to our attention that these devices are not functioning properly and require the attention of a technical expert to resolve the issues.

We kindly request that you arrange for a technical expert to inspect and repair the aforementioned equipment at the earliest.