

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Service Provider Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Router Issues - Request for Assistance

I am writing to bring to your attention some ongoing issues I have been experiencing with my router provided by your company.

[Briefly describe the issue, including specific details such as error messages, duration of the problem, and any troubleshooting steps already taken.]

These issues have significantly affected my [work/school/other specific activity], and I would appreciate your immediate assistance in resolving this matter.

Please let me know the next steps I should take or if a technician is required to resolve this issue. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]