

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

Dear [Recipient Name],

Subject: Report of IP Address Issue

I hope this message finds you well. I am writing to bring to your attention an issue related to the IP address assigned to my account. On [specific date], I noticed that [describe the problem, e.g., "I was unable to connect to the internet," or "I am receiving error messages regarding my IP address"]. After conducting some troubleshooting, I believe the issue may be related to the following IP address: [insert the specific IP address].

I kindly request your assistance in resolving this matter as it is causing significant disruptions. Please let me know if you need any further information or if there are steps I should take on my end. Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title, if applicable]