[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],
I am writing to formally request IT support regarding [briefly describe the issue or request, e.g., "an ongoing network connectivity problem"].
Details of the issue:
- **Description:** [Provide a clear and concise description of the issue]
- **Date of Occurrence:** [Specify when the issue began]
- **Impact:** [Explain how this issue affects your work or operations]
I would appreciate your prompt attention to this matter and any guidance or support you can provide. Please let me know if you require any additional information or specific times for a follow-up.
Thank you for your assistance.
Sincerely,
[Your Name]
[Your Job Title/Position]
[Your Company/Organization Name]