

[Your Name]
[Your Position]
[Your Company]
[Your Email]
[Your Phone Number]

[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Email]

Dear [Recipient Name],

Subject: Escalation of IT Support Request

I hope this message finds you well. I am writing to formally escalate an IT support issue that has not been resolved despite previous attempts to address it.

****Issue Details:****

- ****Ticket Number:**** [Ticket Number]
- ****Date Reported:**** [Date]
- ****Description of the Issue:**** [Briefly describe the issue and its impact on operations]
- ****Previous Actions Taken:**** [List any troubleshooting steps taken or communications with the IT support team]

Given the critical nature of this issue and its impact on our team's productivity, I would appreciate your urgent attention to this matter. Please let me know if any additional information is required to expedite the resolution. Thank you for your assistance with this escalation.

Best regards,

[Your Name]
[Your Position]
[Your Company]