

[Your Name]  
[Your Position]  
[Your Company]  
[Your Email]  
[Your Phone Number]  
[Date]  
[IT Support Team/Individual's Name]  
[IT Department]  
[Company Name]

Subject: Follow-Up on IT Support Request

Dear [IT Support Team/Individual's Name],

I hope this message finds you well. I am writing to follow up on my previous request submitted on [Date of Initial Request] regarding [describe the issue briefly].

As of today, I have not yet received an update, and the issue is impacting my ability to [explain any impact on work]. I would greatly appreciate any information on the current status or any steps needed from my side to expedite the resolution.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]  
[Your Job Title]