

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request IT support regarding [specific issue or request].

[Briefly describe the issue or request, including any relevant details such as error messages, affected systems, and the impact on your work.]

I would greatly appreciate your assistance in resolving this matter at your earliest convenience. If needed, I am available for a meeting or a call to discuss this further.

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

Sincerely,

[Your Name]
[Your Job Title, if applicable]
[Your Company Name, if applicable]