

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

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

Dear [Recipient's Name],

Subject: IT Support Request

I hope this message finds you well. I am writing to seek assistance with [specific issue/problem] that we are currently experiencing in our IT department.

[Briefly describe the issue, including any relevant details such as when it started, the impact on operations, and any troubleshooting steps you have already taken.]

We would greatly appreciate your expertise in resolving this matter.

Please let us know a convenient time for you to discuss this further or if you require any additional information.

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

Best regards,

[Your Name]
[Your Job Title]
[Your Company Name]