

[Your Name]

[Your Job Title]

[Your Department]

[Company Name]

[Date]

[IT Department]

[Company Name]

Subject: Service Request for [specific issue or service needed]

Dear IT Team,

I hope this message finds you well. I am writing to request assistance with [briefly describe the issue or service needed, e.g., "a software installation," "network connectivity issue," or "hardware maintenance"].

Details of the request:

- **Description:** [Detailed description of the issue or service needed]

- **Urgency Level:** [High/Medium/Low]

- **Impact on Work:** [Explain how this affects your work or productivity]

- **Preferred Resolution Date:** [If applicable, provide a date by which you need this resolved]

Please let me know if you need further information to address this request. I appreciate your assistance and look forward to your prompt response.

Thank you.

Best regards,

[Your Name]

[Your Contact Information]

[Your Department]