

[Your Name]
[Your Job Title]
[Your Department]
[Your Company]
[Your Email]
[Your Phone Number]
[Date]
[IT Department Name]
[Company Name]
[Company Address]

Dear IT Department,

Subject: Request for IT Support

I hope this message finds you well. I am writing to request assistance with [briefly describe the issue or requirement].

Details of the request:

- **Description:** [Provide a detailed description of the issue or the IT service needed]

- **Impact:** [Explain how this impacts your work or the team]

- **Urgency:** [Indicate the urgency of the request]

I appreciate your prompt attention to this matter and look forward to your assistance.

Thank you.

Best regards,

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