

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

[Support Team/Recipient's Name]
[Company Providing PBX Support]
[Company Address]
[City, State, Zip Code]

Subject: Urgent PBX Support Request

Dear [Support Team/Recipient's Name],

I hope this message finds you well. I am writing to request urgent support regarding our PBX system, which is currently experiencing [brief description of the issue, e.g., "a complete system outage," "intermittent call drop issues," etc.].

This issue has significantly impacted our operations, and we require immediate assistance to resolve it. The details of the issue are as follows:

- **PBX System Version:** [Version]
- **Description of the Issue:** [Detailed description of the problem]
- **Impact on Operations:** [Description of how it is affecting business operations]
- **Priority Level:** [High/Medium/Low]

Please let us know the earliest possible time you can provide support. We appreciate your prompt attention to this matter and look forward to your swift response.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title]
[Your Company]
[Contact Information]