

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

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

Dear [Recipient Name],

Subject: Reporting Network Issue with QNAP Device

I hope this message finds you well. I am writing to report a network issue that I am experiencing with my QNAP device, model [Model Number], which has been affecting my operations since [Date Issue Began].

Description of the Issue:

- Briefly describe the network issue (e.g., intermittent connection drops, inability to access files, etc.).
- Mention any troubleshooting steps already taken (e.g., restarting the device, checking cables, etc.).

Impact on Operations:

- Explain how this issue is impacting your workflow or business operations.

Request for Assistance:

I would greatly appreciate your assistance in diagnosing and resolving this issue. If any additional information or troubleshooting is required, please let me know.

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

Sincerely,

[Your Name]
[Your Position] (if applicable)
[Your Company Name] (if applicable)