

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

[IT Department/Recipient's Name]
[IT Department Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Service Request for IT Services

Dear [Recipient's Name/IT Team],

I hope this message finds you well. I am writing to formally request IT services for [describe the issue or service needed, e.g., installation of software, hardware repair, support for technical issues, etc.].

Details of the Request:

- **Description of the issue/service:** [Provide a detailed description of the problem or service required]
- **Urgency:** [State the urgency of the request, e.g., high, medium, low]
- **Location:** [Specify where the service is needed, if applicable]
- **Required completion date:** [Indicate if there is a specific deadline]

Please let me know if you require any further information to assist with this request. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Position]