

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to discuss the ongoing issue related to the VGA cable in [specific situation or context].

[Explain the details of the issue, including any relevant specifications, models, or previous communications.]

I would appreciate your assistance in resolving this matter at your earliest convenience. Please let me know if you require any further information or clarification.

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

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company, if applicable]