

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Inquiry About VDI Login Issues

I hope this message finds you well. I am writing to inquire about the difficulties I have encountered while attempting to log into the Virtual Desktop Infrastructure (VDI) system.

Details of the issue:

- Date and time of the attempted login
- Error messages received, if any
- Any troubleshooting steps I have already undertaken

I would appreciate your guidance on how to resolve this issue. If there is any specific information or documentation you require from my end, please let me know.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Job Title, if applicable]  
[Your Organization, if applicable]