

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[VMware Customer Support]
[VMware, Inc.]
[Address]
[City, State, Zip Code]

Subject: Service Request for [Specific Issue/Concern]

Dear VMware Support Team,

I am writing to request assistance regarding [brief description of the issue, e.g., a technical problem with VMware vSphere]. Our organization has been utilizing VMware products for [duration] and has encountered the following issue:

[Detailed description of the issue, including any error messages, affected systems, and steps taken to troubleshoot.]

We would appreciate your prompt attention to this matter, as it is affecting our operations. Please let us know the required information you need from us to expedite the resolution of this issue.

Thank you for your support.

Sincerely,

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