

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

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

Dear [Recipient Name],

Subject: VNC Server Maintenance Request

I hope this message finds you well. I am writing to formally request maintenance for our VNC server, which has been experiencing [briefly describe the issues, e.g., connectivity problems, performance issues, etc.].

To ensure the continued functionality of our operations, we would appreciate it if you could address the following concerns:

1. [List specific issue 1]
2. [List specific issue 2]
3. [Any additional issues or requests]

Please let us know your availability for performing the required maintenance at your earliest convenience. We appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Position]
[Your Company]