

# IT Support Inquiry

Dear IT Support Team,

I hope this message finds you well. I am writing to inquire about a technical issue that I have been encountering with my device.

**Issue Description:**

[Briefly describe the issue you are experiencing, including any error messages or symptoms.]

**Device Information:**

Device Type: [e.g., Laptop, Desktop, etc.]

Operating System: [e.g., Windows 10, macOS Big Sur, etc.]

Model: [e.g., Dell XPS 13, MacBook Pro 16-inch, etc.]

**Steps Taken:**

[List any troubleshooting steps you attempted before contacting support.]

Please let me know how to proceed with resolving this issue. I appreciate your assistance and look forward to your prompt response.

Thank you.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]