

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

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

Dear [Recipient Name],

I am writing to inquire about the resolution of a technical problem that I have encountered with [briefly describe the product/service or issue]. This issue arose on [mention the date] and has persisted for [duration].

Despite following the recommended troubleshooting steps, the problem remains unresolved. I would appreciate any guidance or support your team can provide to expedite the resolution of this matter.

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

Sincerely,
[Your Name]