

To: IT Support Team

From: [Your Name]

Date: [Current Date]

Subject: Urgent Escalation of Technical Issue

Dear IT Support Team,

I hope this message finds you well. I am writing to escalate an urgent technical issue that requires immediate attention. The details of the issue are as follows:

- **Issue Description:** [Brief description of the technical issue]
- **Impact:** [Description of how it affects your work or the organization's operations]
- **Date and Time Issue Started:** [Date and time]
- **Attempts to Resolve:** [List any steps you've taken to try to resolve the issue]

Given the severity of this issue, I kindly request that it be prioritized for resolution. Please let me know if you need additional information or if there are any specific actions I should take in the meantime.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]