

[Your Name]

[Your Position]

[Your Company]

[Your Email]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

**Subject: Support Request for [Coworker's Name]**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support for [Coworker's Name], who is currently working on [specific project or task]. As you may know, [briefly explain the situation or challenge they are facing].

Given your expertise in [specific area] and your previous experience with similar challenges, I believe your assistance would be invaluable in helping [Coworker's Name] navigate this situation effectively.

Please let me know if you would be able to meet or discuss this matter further. Your support would be greatly appreciated.

Thank you for considering this request.

Sincerely,

[Your Name]

[Your Position]