

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my concern regarding the ongoing technical issue I have been experiencing with [describe the specific technical issue] that was reported on [date of initial report]. Despite my repeated attempts to seek resolution through your support channels, I have yet to receive a satisfactory update or solution.

The persistent nature of this issue has significantly impacted my [work/home life, be specific about how it affects you], and I would greatly appreciate your immediate attention to this matter. I kindly ask for an update on the status of my issue and any steps being taken to resolve it.

Thank you for your understanding and prompt attention to this urgent matter. I look forward to your swift response.

Sincerely,

[Your Name]