

Letter of Request for Resolution

Date: [Insert Date]

To,
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address Line 1]
[Address Line 2]

Dear [Recipient's Name],

I am writing to formally request your assistance in resolving an ongoing technical issue that we have been experiencing with [specific system/product]. Despite our previous communications and attempts to rectify the situation, the problem persists, impacting our operations significantly.

The key details of the issue are as follows:

- **Issue Description:** [Brief description of the issue]
- **Date of Occurrence:** [Date when the issue started]
- **Previous Actions Taken:** [Summary of actions already taken]
- **Impact on Operations:** [Description of how this affects your operations]

We value your support and expertise and would greatly appreciate it if you could prioritize this matter and provide us with a resolution at your earliest convenience. Please let us know if you require any additional information to assist with the resolution process.

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

Sincerely,

[Your Name]
[Your Title]
[Your Company/Organization Name]
[Your Contact Information]