

# Subject: Network Connectivity Issue

Date: [Insert Date]

To: [Recipient Name]

[Recipient Position]

[Company/Organization Name]

[Address]

Dear [Recipient Name],

I am writing to bring to your attention a persistent network connectivity issue that we have been experiencing at [Your Location/Department] since [Mention Duration]. This issue has significantly affected our productivity and ability to communicate effectively.

The specific problems we have encountered include:

- Intermittent disconnections
- Slow internet speed
- Inability to access certain network resources

We have attempted to troubleshoot the problem by [Provide any measures taken], but unfortunately, the issue persists.

I would greatly appreciate it if you could look into this matter at your earliest convenience. Your assistance in resolving this issue would be invaluable to us.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]