

IT Issue Notification

Date: [Insert Date]

To: IT Support Team

Dear IT Support Team,

I am writing to inform you about an IT issue that requires your attention. The details are as follows:

- **Issue Type:** [Insert Issue Type]
- **Description:** [Insert Detailed Description]
- **Impact:** [Insert Impact on Work]
- **Reported by:** [Your Name]
- **Contact Information:** [Your Email/Phone Number]
- **Priority Level:** [High/Medium/Low]

Please let me know if you require any further information to resolve this issue.

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]
[Your Job Title]