

Network Connectivity Issue Report

Date: [Insert Date]

From: [Your Name]

Email: [Your Email]

To: [Recipient's Name]

Subject: Report of Network Connectivity Issues

Issue Description

Dear [Recipient's Name],

I am writing to report a persistent network connectivity issue that I have been experiencing in [specify location or department]. The issue has been impacting my ability to [mention specific tasks affected].

Details of the Issue

- **Date and Time of Occurrence:** [Insert Date and Time]
- **Type of Connection:** [Wired/Wireless]
- **Frequency of the Issue:** [e.g., Constantly/Intermittently]
- **Error Messages (if any):** [Insert Error Messages]

Screenshots or Logs

Please find attached any relevant screenshots or logs that can help in diagnosing the issue.

Request for Resolution

I kindly request your assistance in resolving this issue at your earliest convenience. Please let me know if you need any additional information or steps I should follow.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]