

# Urgent IT Assistance Request

Date: [Insert Date]

To: [IT Support Team/Manager's Name]

From: [Your Name]

Subject: Urgent IT Assistance Required

Dear [IT Support Team/Manager's Name],

I hope this message finds you well. I am writing to request immediate assistance regarding a critical IT issue that is affecting my ability to perform my duties effectively.

## **Issue Description:**

[Briefly describe the issue, e.g., "I am unable to access the company server," or "My workstation is experiencing frequent crashes."]

This issue started occurring on [Insert Date/Time], and it has since escalated, leading to [Mention any impacts on work, e.g., project delays, inability to communicate.]

Given the urgency of this situation, I would greatly appreciate your prompt attention to this matter. Please let me know when you can assist or if you need further information from my side.

Thank you for your understanding and support.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]