

# IT Maintenance Request

Date: [Insert Date]

To: IT Maintenance Team

From: [Your Name]

Position: [Your Position]

School Name: [Your School Name]

Contact Information: [Your Contact Info]

## **Subject: IT Maintenance Request for School Facilities**

Dear IT Maintenance Team,

I am writing to request maintenance support for the following IT issues observed within our school facilities:

- **Issue 1:** [Describe the issue, e.g., "Computer lab computers are not connecting to the network."]
- **Issue 2:** [Describe the issue, e.g., "Interactive whiteboards in the classrooms are malfunctioning."]
- **Issue 3:** [Describe the issue, e.g., "Wi-Fi connectivity issues in the library."]

Please let me know a suitable time for your team to address these concerns. Your prompt attention to these matters will greatly enhance our educational environment.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]