

# **Subject: Request for Status Update on IT Help Request**

Dear [IT Support Team/Specific Name],

I hope this message finds you well. I am writing to follow up on my recent IT help request submitted on [Date of Submission] regarding [Brief Description of the Issue].

I would appreciate any updates you may have on the status of this request and if there is any further information you need from my end to expedite the process.

Thank you for your assistance!

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]