Inquiry on IT Support Progress

Date: [Insert Date]

To: [IT Support Team/Contact Name]

From: [Your Name]

Subject: Inquiry Regarding IT Support Progress

Dear [IT Support Team/Contact Name],

I hope this message finds you well. I am writing to inquire about the progress of the IT support request submitted on [Insert Date of Request]. The reference number for the request is [Insert Reference Number].

As we aim to ensure smooth operations, I would appreciate any updates you can provide regarding the status of this request. Additionally, if there are any further requirements or information needed from my end to expedite the process, please let me know.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]