

Subject: Follow-Up on IT Support Request

Dear [IT Support Team/Specific Name],

I hope this message finds you well. I am writing to follow up on my previous IT support request submitted on [Date of Initial Request], regarding [Brief Description of the Issue].

As of today, I have not yet received an update on the status of my request. I would appreciate any information you could provide regarding the progress and estimated time for resolution.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]