

Re-approach for IT Support Status

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Follow-up on IT Support Request Status

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the IT support request submitted on [Insert Date of Original Request] regarding [Brief Description of the Issue]. As it has been [Duration Since Request] since the initial submission, I wanted to check in on the status of this request.

Understanding that these matters can take time, I would appreciate any updates you could provide or if there is anything further required from my side to expedite the process. The resolution of this issue is crucial for [Brief Explanation of Impact on Work/Project].

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

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]

[Your Company Name]