

Reminder for Pending IT Support Request

Dear [Recipient's Name],

I hope this message finds you well. This is a friendly reminder regarding the IT support request submitted on [Date of Request]. We haven't received any updates, and the issue remains unresolved.

Details of the request:

- **Request ID:** [Request ID]
- **Issue Description:** [Brief Description]
- **Submitted on:** [Submission Date]

We would greatly appreciate an update on the status of this request. If further information is needed, please do not hesitate to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]