

Subject: Request for Update on IT Support Issue

Dear [IT Support Team/Recipient's Name],

I hope this message finds you well. I am writing to follow up on the IT support issue I reported on [insert date]. The reference number for this issue is [insert reference number if applicable].

As of today, I have not received any updates regarding the status of this issue. It is impacting [briefly explain how it is affecting your work or project]. I would greatly appreciate any information you can provide on the progress of the resolution.

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

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]