

IT Support Escalation Notice

To: [Recipient Name]
From: [Your Name]
Date: [Date]
Subject: Escalation of IT Support Request #[Ticket Number]

Dear [Recipient Name],

I am writing to escalate the IT support request submitted on [Submission Date] regarding [Issue Description]. Despite previous communications and attempts to resolve the issue, it remains unresolved and is impacting [mention any affected services, teams, or business operations].

Details of the issue are as follows:

- Ticket Number: [Ticket Number]
- Date of Submission: [Submission Date]
- Summary of Issue: [Brief Summary]
- Previous Actions Taken: [List of actions taken]
- Impact on Operations: [Description of impact]

We would greatly appreciate your urgent attention to this matter. Please let us know if you require any additional information to expedite the resolution.

Thank you for your prompt response.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]