

# IT Support Issue Escalation Request

Date: [Insert Date]

To: [IT Support Team]

From: [Your Name]

Department: [Your Department]

Contact Information: [Your Email or Phone Number]

## **Subject: Request for Escalation of IT Support Issue**

Dear IT Support Team,

I am writing to formally request the escalation of an ongoing IT support issue that has not been resolved despite previous attempts to address it. Below are the details:

### **Issue Summary:**

**Issue Description:** [Briefly describe the issue]

**Reported On:** [Date of first report]

**Reference Ticket Number:** [Ticket Number]

**Previous Escalation Attempts:** [Details of any previous escalations or follow-ups]

### **Impact on Operations:**

[Explain how this issue is affecting your work or department]

### **Requested Resolution:**

[Specify what resolution you are seeking or any urgent actions needed]

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

Best regards,

[Your Name]

[Your Position]