

# IT Support Request

**Date:** [Insert Date]

**To:** IT Support Team

**From:** [Your Name]

**Department:** [Your Department]

**Subject:** Request for Assistance: Network Connectivity Issues

Dear IT Support Team,

I hope this message finds you well. I am writing to formally request assistance regarding an ongoing issue with network connectivity in my department.

**Description of the Issue:**

For the past [insert duration], I have been experiencing intermittent connectivity issues, which include:

- Frequent disconnections from the network
- Slow internet speeds
- Inability to connect to certain resources

This issue is affecting my ability to perform my job duties effectively. I have tried basic troubleshooting steps, including restarting my router and checking cables, but the issues persist.

Please let me know when a technician can be made available to investigate this matter further. I am available for a call or a meeting at your earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]