

Remote Connectivity Issues Report

Date: [Insert Date]

To: IT Support Team

From: [Your Name]

Subject: Report of Remote Connectivity Issues

Overview

Dear IT Team,

I am writing to report ongoing issues with remote connectivity that have been affecting my ability to perform work tasks effectively.

Details of the Issue

- **Device:** [Your Device Type]
- **Connection Type:** [Wi-Fi/Ethernet]
- **Issue Start Date:** [Insert Start Date]
- **Nature of Issue:** [Describe the issue, e.g., "Intermittent disconnections", "Slow speeds", etc.]
- **Error Messages:** [List any error messages received, if applicable]

Steps Taken

I have attempted the following troubleshooting steps:

1. Restarted the device
2. Checked Wi-Fi connections
3. Contacted my internet service provider
4. Cleared browser cache

Impact

This issue is impacting my productivity, specifically with [mention specific tasks affected, if any].

Request for Assistance

I kindly request your assistance in resolving this matter at your earliest convenience. Please let me know if you need any further information to assist in troubleshooting.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]