

Service Call Request

Date: [Insert Date]

To: [Support Team/Department Name]

From: [Your Name]

Email: [Your Email]

Phone: [Your Phone Number]

Subject: Request for Desktop Support Service Call

Dear [Support Team/Individual Name],

I am writing to request a desktop support service call regarding an issue I am experiencing with my workstation. Details of the issue are as follows:

- **Issue Description:** [Briefly describe the issue]
- **Computer Model:** [Insert model]
- **Operating System:** [Insert OS]
- **Error Messages:** [If applicable, include error messages]
- **Steps Taken:** [Briefly list any troubleshooting steps already taken]

Please let me know a convenient time for you to come and assist with this issue. I appreciate your prompt attention to this matter.

Thank you.

Best regards,

[Your Name]

[Your Job Title]

[Your Department]