

# IT Support Request for Hardware Issues

**To:** IT Support Team

**From:** [Your Name]

**Date:** [Date]

**Subject:** Request for Hardware Support

Dear IT Support Team,

I am writing to request assistance with a hardware issue I am currently experiencing with my device.

**Device Type:** [Laptop/Desktop/Printer/etc.]

**Model:** [Device Model]

**Issue Description:** [Briefly describe the hardware issue you are facing, e.g., "The laptop fails to power on," or "The printer is producing inconsistent print quality."]

**Priority Level:** [Low/Medium/High]

Please advise on the next steps to resolve this issue. I appreciate your prompt attention to this matter.

Thank you.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]