

# Problem Resolution Request

Date: [Insert Date]

To:

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request assistance regarding a technical problem we have been experiencing with [describe the nature of the technical issue briefly, e.g., "the software application that manages our inventory"]. This issue has been affecting our operations since [insert date], and we would appreciate your urgent attention to resolve it.

Details of the Problem:

- **Problem Description:** [Describe the problem in more detail]
- **Impact on Operations:** [Explain how this issue is affecting your operations]
- **Steps Taken:** [Outline any troubleshooting steps that have been attempted]

We value our partnership with [Company's Name] and trust that you will address this issue promptly. Please let us know if you require further information or if there are forms we need to complete as part of this request.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]