

# Technical Support Inquiry

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Supplier's Name]

[Supplier's Position]

[Supplier's Company]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well. I am writing to inquire about the technical support options available for [specific product or service] that we purchased from your company on [purchase date].

We are currently experiencing [briefly describe the issue or need for support] and would appreciate any assistance you can provide. Specifically, we would like to know [list any specific questions or topics you need information about].

Please let us know the best way to proceed and if a support representative can be assigned to assist us. We appreciate your prompt attention to this matter and look forward to your response.

Thank you for your support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]