

# Service Request Prioritization for Critical Outage

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Prioritization of Service Request for Critical Outage

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the prioritization of our service request related to the critical outage that occurred on [Insert Date of Outage]. The details of the outage are as follows:

- **Service Affected:** [Insert affected service]
- **Impact:** [Describe the impact on business operations]
- **Duration:** [Insert duration of outage]
- **Request ID:** [Insert Request ID]

Given the significance of this issue, we kindly request that this service request be prioritized to ensure a swift resolution. Your prompt attention to this matter is greatly appreciated, as it will help us minimize disruption to our operations.

Thank you for your understanding and support. Please do not hesitate to contact me at [Insert Your Phone Number] or [Insert Your Email] should you require any further information.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]