

Service Request Prioritization for Non-Urgent Inquiries

Date: [Insert Date]

To: [Service Department/Recipient Name]

From: [Your Name]

Email: [Your Email]

Phone: [Your Phone Number]

Subject: Service Request Prioritization

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the prioritization of my non-urgent service inquiry regarding [brief description of the issue or request].

Details of the request are as follows:

- Request ID: [Insert Request ID]
- Description: [Detailed description of the request]
- Date of submission: [Insert Submission Date]

While I understand that this inquiry is not urgent, I would appreciate your attention to this matter at your earliest convenience. Please let me know if any further information is needed to assist with this request.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position, if applicable]