

# Request for Technical Support

Date: [Insert Date]

To: [Support Team/Manager Name]

Company Name  
Address  
City, State, Zip Code

Dear [Support Team/Manager Name],

I am writing to request assistance with a hardware issue that I am currently experiencing with [Specify Hardware, e.g., laptop, printer]. The problem began on [Insert Date of Issue] and has since [Brief Description of the Problem].

Details of the hardware:

- Model: [Insert Model]
- Serial Number: [Insert Serial Number]
- Operating System: [Insert OS]

I have attempted the following troubleshooting steps:

- [List troubleshooting steps]

Despite these efforts, the issue remains unresolved. I would greatly appreciate your assistance in addressing this matter at your earliest convenience. Please let me know if you require any further information.

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

Sincerely,  
[Your Name]  
[Your Position]  
[Your Contact Information]