

# IT Service Request Form: Data Recovery

This **IT service request form** sample is designed to facilitate efficient and accurate data recovery requests. It streamlines communication between users and IT support teams by capturing essential information needed for successful data restoration. Using this form ensures timely and organized management of data recovery tasks.

Requester Information

Full Name:

Email Address:

Department:

Phone Number:

Data Recovery Details

Device Type (e.g., Laptop, Desktop, External Drive):

Operating System:

Type of Data Lost (e.g., Documents, Photos, Emails):

Date Data was Lost:

Description of Issue:

Physical Location of Device:

Additional Information

Urgency Level:

Low

Are there any recent backups available?

Yes  No

Submit Request