

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to follow up on my previous inquiry dated [insert date of the original inquiry] regarding [briefly state the subject of the inquiry].

As [mention any relevant details, e.g., the context or importance of the inquiry], I would appreciate any update you can provide regarding the status of my request.

Your assistance in this matter is greatly appreciated, and I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Full Name]

[Your Title, if applicable]