

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to follow up on my recent complaint regarding [briefly describe the issue, e.g., "the poor service I received on [date]"]. I appreciate your initial response, but I would like to inquire about any updates regarding my case.

To recap, the main concerns were [mention specific concerns]. It has been [duration of time] since my initial complaint, and I would like to understand how you plan to address this issue.

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

Sincerely,
[Your Name]