

Follow-Up on Travel Agency Service Request

Dear [Travel Agency Name],

I hope this message finds you well. I am writing to follow up on my recent service request submitted on [date of request] regarding [mention the nature of the request, e.g., vacation package, flight booking, etc.].

As I have not yet received a response, I would appreciate any updates you could provide regarding the status of my request. Please let me know if you require any further information from my side to expedite the process.

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

Sincerely,

[Your Name]

[Your Contact Information]