

Follow-Up on Inquiry Regarding Delay

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous inquiry submitted on [Date of Initial Inquiry] regarding [brief description of the inquiry or concern].

As I have not yet received a response, I wanted to check if you have any updates on the matter. Your assistance is greatly appreciated, and I look forward to your prompt reply.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Company Name, if applicable]