

Response Time Concern Inquiry

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my concern regarding the response time for my recent inquiry submitted on [Insert Submission Date]. Despite my expectations based on our prior communications, I have yet to receive a reply, which has raised my concerns regarding the status of my request.

As a valued customer, I appreciate prompt communication and support. I would appreciate any updates you can provide regarding the timeline for a response to my inquiry, as it is crucial for my current needs.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]