

Dear [Recipient's Name],

I hope this message finds you well. I am writing to remind you about our previous inquiry regarding the technical services we discussed on [Date of Inquiry].

As we have not yet received a response, I would appreciate any updates you can provide. Your assistance is important to us as we aim to move forward with our plans.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]