

Client Escalation Follow-Up for Pending Inquiries

Date: [Insert Date]

To: [Client Name]

From: [Your Name]

Subject: Follow-Up on Pending Inquiries

Dear [Client Name],

I hope this message finds you well. I am writing to follow up on our previous discussions regarding your pending inquiries. I understand the importance of these issues to your business, and I want to ensure they are addressed promptly.

As of today, we are still awaiting responses on the following items:

- [Inquiry #1]
- [Inquiry #2]
- [Inquiry #3]

If there's any additional information or support you require from our end to expedite this process, please do not hesitate to let me know. We appreciate your patience and understanding as we work to resolve these matters.

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

Best Regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]