

Subject: Follow-Up on Your Inquiry

Dear [Customer's Name],

I hope this message finds you well. I am writing to follow up on your recent inquiry regarding [specific issue or question]. Our records indicate that we have not yet received a response from you.

Your satisfaction is very important to us, and we strive to assist you in any way possible. If you have any additional questions or require further assistance, please do not hesitate to reach out.

Thank you for your attention, and I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]