

# Letter of Inquiry into Unresolved Technical Service Issue

**Your Name**

Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

**Recipient's Name**

Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient's Name],

I am writing to inquire about the unresolved technical service issue that I reported on [Date of Initial Report]. Despite my previous communications, including [list any previous correspondence dates], I have not received a satisfactory resolution.

To summarize, the issue pertains to [brief description of the issue], which has caused [impact of the issue]. I understand that technical issues may take time to resolve; however, I would appreciate any updates or insights into the progress of my case.

Please let me know if there are any further details or documentation needed from my side to expedite the resolution process. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]