

Delayed Response to Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Government Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Delayed Response to Inquiry Regarding [Specify Inquiry]

Thank you for your patience regarding my inquiry submitted on [Insert Original Submission Date]. I am writing to follow up on the status of my request for [brief description of the inquiry].

I understand that there may have been unforeseen circumstances that caused a delay in the response. My inquiry is important to me, and I appreciate your attention to this matter.

If possible, could you provide an update on the timeframe for a response? I look forward to your reply.

Thank you for your assistance.

Sincerely,

[Your Name]