

Follow-Up on Unaddressed Government Service Delay

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]

[Recipient's Name]
[Title]
[Department Name]
[Government Agency]
[Agency Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to follow up regarding my previous correspondence dated [Date of Previous Correspondence] concerning the delay in [specific government service or request]. It has now been [length of time] since my initial request, and I have yet to receive any updates or resolutions.

As the delay is affecting [explain how it's impacting you or your situation], I kindly request an update on the status of my service request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Contact Number]