

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding an unresolved query that I have submitted to your office on [date of original query]. Despite my efforts to obtain a response, I have not yet received the information I need.

The details of my query are as follows:

- [Detail of the query or issue]
- [Any relevant reference numbers or dates]

I would appreciate it if you could provide me with an update or any further information regarding this matter at your earliest convenience. Your assistance is greatly valued.

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

Sincerely,

[Your Name]