

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my recent inquiry regarding IT support services for [Your Company Name]. We are eager to move forward and would appreciate any updates you could provide.

If you require further information from our side, please let me know. Thank you for your attention to this matter. Looking forward to your prompt response.

Best regards,  
[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]