Inquiry About Delayed Response

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Agent's Name]

[Insurance Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Inquiry Regarding Delayed Responses

Dear [Insurance Agent's Name],

I hope this message finds you well. I am writing to express my concern regarding the delayed responses to my recent inquiries about my policy [Policy Number]. I understand that you may have a busy schedule; however, timely communication is crucial, especially regarding insurance matters.

Could you please provide me with an update on the status of my requests? Your assistance in this matter will be greatly appreciated.

Thank you for your attention to this issue, and I look forward to hearing from you soon.

Sincerely,

[Your Name]