

# Inquiry Regarding Unresolved Complaints

Date: [Insert Date]

Your Name: [Your Name]

Your Address: [Your Address]

Your Email: [Your Email]

Your Phone Number: [Your Phone Number]

Recipient's Name: [Recipient's Name]

Recipient's Position: [Recipient's Position]

Company/Organization Name: [Company/Organization Name]

Company Address: [Company Address]

Dear [Recipient's Name],

I am writing to inquire about the unresolved complaints I previously submitted regarding [briefly describe the nature of the complaints]. Despite my efforts to follow up, I have not received a satisfactory response or resolution to my concerns.

To provide a brief overview, I first submitted my complaint on [insert date] and followed up on [insert subsequent follow-up dates]. Unfortunately, I have not received any updates or feedback regarding the status of my complaint.

I would appreciate it if you could look into this matter and provide me with an update at your earliest convenience. I believe prompt attention to the unresolved issues will enhance my experience with [Company/Organization Name].

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

Sincerely,

[Your Name]