

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 am writing to formally express my concern regarding the lack of acknowledgment and response to my previous communications dated [insert dates of prior communications]. Despite my efforts to address [briefly describe the issue], I have yet to receive any acknowledgment or resolution from your end.

This unacknowledged communication has led to [describe the impact of the lack of communication]. I believe effective communication is vital for resolving this matter and maintaining a positive relationship moving forward.

I kindly urge you to address this issue at your earliest convenience. A prompt response would be highly appreciated, and I look forward to your reply.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]