

Dear [Recipient's Name],

I hope this message finds you well. I am writing to remind you about the queries I submitted on [date of initial query], concerning [brief description of the queries]. As I have not yet received a response, I wanted to follow up to see if you require any further information from my side.

Your feedback is important to me, and I would appreciate it if you could provide an update at your earliest convenience. Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]