

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Recipient Title
Company/Organization Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally express my concern regarding the lack of communication I have experienced in relation to [specific issue or project]. Despite my attempts to reach out and gain clarity on this matter, I have not received any updates or responses.

This lack of communication has resulted in [explain consequences or impact]. Clear and timely communication is essential for maintaining effective collaboration and ensuring all parties are informed.

I kindly request that you address this issue promptly and provide me with the necessary updates regarding [specific issue or project]. I believe that by improving our communication, we can work together more efficiently and effectively.

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

Sincerely,
[Your Name]