

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concern regarding the delay in response to my inquiries made on [insert date(s) of inquiries]. Despite my repeated attempts to receive a response, I have not yet heard back regarding [briefly describe the subject of your inquiry].

This delay is causing [mention any issues caused by the lack of response], and I believe it is essential for customer inquiries to be addressed promptly to maintain effective communication and trust.

I kindly request an immediate update on my inquiry. I look forward to your prompt response and a resolution to this matter.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]