

Notice of Delayed Response

Date: [Insert Date]

To,

[Landlord's Name]
[Landlord's Address]
[City, State, Zip Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to bring to your attention that I have not received a response to my previous communication dated [Insert Previous Date]. As a tenant in your property located at [Property Address], I believe it is important to address this matter promptly.

To ensure that we can resolve any issues efficiently, I kindly request an update regarding my previous inquiries about [Briefly State the Inquiry or Issue]. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Contact Information]