

Complaint Letter for No Response to Follow-Up Email

Date: [Insert Date]

To,
[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Address Line 1]
[Address Line 2]

Subject: Complaint Regarding No Response to Follow-Up Email

Dear [Recipient's Name],

I am writing to formally express my concern regarding the lack of response to my previous follow-up email sent on [Date of Previous Email]. Despite my earlier attempts to communicate and seek your attention on [briefly mention the subject or issue], I have not yet received any acknowledgment or reply from your side.

I wish to highlight the importance of timely and effective communication, especially in matters as significant as this. The absence of your response has caused inconvenience and uncertainty, and it has delayed the resolution of the matter.

I respectfully request that you address my concerns at the earliest and provide a response to my earlier query. I trust you will treat this matter with urgency and give it the attention it deserves.

Kindly confirm receipt of this letter and update me on the current status as soon as possible. I look forward to your prompt reply.

Thank you for your attention.

Sincerely,
[Your Name]
[Your Position, if applicable]
[Your Contact Information]