

Inquiry Letter for Follow-Up on Earlier Service Inquiry

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State ZIP Code]

Dear [Recipient's Name],

I am writing to follow up on my earlier inquiry dated [previous inquiry date] regarding [brief description of the service or request]. I have not yet received a response, and I wanted to reiterate my interest in this matter and kindly request an update on the status of my inquiry.

As previously mentioned, I am seeking information/assistance regarding [specific details of the service inquiry]. I would appreciate it if you could provide me with an update or let me know when I can expect a response.

If there are any additional documents or information I can provide to assist with your review, please let me know. I value your attention to this matter and look forward to your prompt reply.

Thank you for your assistance.

Sincerely,

[Your Name]