

Inquiry Letter Template: Follow-Up on Unanswered Email

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to follow up on my previous email sent on [Date of Previous Email] regarding [Subject or Purpose of Original Email]. I understand that you may have a busy schedule, so I wanted to gently remind you in case my earlier message was overlooked.

I am still very much interested in your response, as it will help me [explain briefly how their reply will help you or the purpose of the follow-up]. If you require any further information or clarification from my end, please let me know—I would be glad to provide it.

Thank you in advance for your attention to this matter. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position, if applicable]

[Your Company, if applicable]

[Your Contact Information]