

Inquiry Letter with Follow-Up Sample After No Response

An **inquiry letter with follow-up sample after no response** is a formal written communication sent to request information, clarification, or assistance when initial inquiries have gone unanswered. This type of letter reiterates the original request politely while emphasizing the importance of receiving a timely response. It serves as a professional reminder and demonstrates persistence without being intrusive, helping to maintain good communication and facilitate resolution or further action.

Initial Inquiry Letter Template

[Your Name]
[Your Address]
[City, State ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Recipient's Address]
[City, State ZIP Code]

Dear [Recipient's Name],

I am writing to inquire about [specific information, service, or assistance you are seeking]. I would appreciate it if you could provide me with the necessary details regarding [mention a specific query or subject].

Please let me know if you need any additional information from my side. I look forward to your response.

Thank you for your attention to this matter.

Sincerely,
[Your Name]

Follow-Up Inquiry Letter (After No Response)

[Your Name]
[Your Address]
[City, State ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Recipient's Address]
[City, State ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous inquiry sent on [date of initial inquiry] regarding [briefly restate your request]. As I have not yet received a response, I wanted to kindly remind you of my request and reiterate my interest in obtaining the information.

Your assistance would be greatly appreciated, and I look forward to your prompt reply.

Thank you for your attention.

Sincerely,
[Your Name]