

[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]

Subject: Formal Complaint Regarding No Response to Previous Inquiry

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction and concern regarding the lack of response to my previous inquiry dated [date of previous correspondence]. Despite my efforts to communicate and seek clarification regarding [briefly state the subject of the initial inquiry], I have yet to receive an acknowledgment or any form of reply from your end.

The absence of a timely response has not only caused inconvenience but has also hindered the progression of [mention any relevant project, request, or issue]. Effective communication is essential for the maintenance of a professional and productive relationship, and I believe an oversight such as this undermines that principle.

I formally request that you give this matter your immediate attention and provide a comprehensive response to my original inquiry at your earliest convenience. Resolving this issue promptly will help avoid further delays and potential misunderstandings.

I would appreciate an acknowledgment of this complaint and a forthcoming reply no later than [reasonable deadline, e.g., two weeks from the date of this letter]. Please consider this letter an official record of my concern.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]