

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my recent inquiry regarding assistance with my QuickBooks Online (QBO) account.

I appreciate your initial response and any guidance you provided. However, I have not yet received any further information and would like to ensure that my concerns are addressed promptly. Specifically, I am seeking assistance with [briefly describe the specific issue or question related to your QBO account].

If you require any additional information from my end, please do not hesitate to ask. I am looking forward to your prompt reply so we can resolve this matter efficiently.

Thank you for your attention to this issue.

Best regards,

[Your Name]
[Your Title/Position, if applicable]
[Your Company Name, if applicable]