

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

[Recipient Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Follow-Up on Complaint Request

I hope this message finds you well. I am writing to follow up on my previous complaint submitted on [Date of Initial Complaint] regarding [brief description of the issue].

As of today, I have not yet received any response or acknowledgment regarding my complaint. I would appreciate any updates you could provide on the status of my request.

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

Sincerely,  
[Your Name]