

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

[Recipient's Name]
[Recipient's Title]

Xtra.co.nz

[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 previous inquiry regarding [briefly mention the subject of your query] that I submitted on [date of initial query].

As I have not yet received a response, I wanted to check in to see if you could provide any updates or additional information on this matter. I understand that you may be busy, and I appreciate your attention to my request.

Thank you for your assistance, and I look forward to your prompt reply.

Sincerely,
[Your Name]