

Subject: Follow-Up on [Subject of Previous Communication]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous email regarding [briefly mention the topic or request]. I wanted to see if you had a chance to review it and if there are any updates you could share.

I appreciate your time and look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]