

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

[Recipient's Name]  
[Recipient's Title]  
[BQ Company Name]  
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I wanted to follow up regarding  
[specific subject or previous communication, e.g., my application for the  
BQ position on [date] / our recent discussion about [topic]].

I am very interested in the opportunity to [mention your interest in the  
position or topic] and would appreciate any updates or feedback you might  
have.

Thank you for your time and consideration. I look forward to hearing from  
you soon.

Best regards,

[Your Name]