

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]
Dear [Recipient Name],
[Opening paragraph: brief thank you or reference to previous communication]
[Main body: details of the follow-up, any specific reminders or additional information]
[Closing remarks: express anticipation for a response or next steps]
Sincerely,
[Your Name]
CC: [Name of CC Recipient 1], [Title]
CC: [Name of CC Recipient 2], [Title]