

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the Business With Care (BWC) letter I sent on [insert date of original letter]. I wanted to ensure that you received it and to see if there have been any updates regarding [mention the specific subject or request]. I understand that everyone is busy, but I would greatly appreciate any information you can provide. Your input is valuable to me, and I look forward to your response.

Thank you for your time and attention to this matter.

Best regards,

[Your Name]
[Your Position] (if applicable)
[Your Company/Organization] (if applicable)