

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient Name]  
[Recipient Title]

CGI Federal

[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on our recent correspondence regarding [specific topic or project].

[Briefly summarize the previous discussion or context].

I would appreciate any updates you may have on this matter, as it is important for [reason for urgency/importance]. Please feel free to reach out if you need any additional information from my side.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]  
[Your Phone Number]