

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

CJ Smith

[Recipient's Address]  
[City, State, Zip Code]

Dear CJ Smith,

I hope this message finds you well. I wanted to follow up regarding our previous discussion on [specific topic or date]. I appreciate the insights you shared and am eager to hear your thoughts on [any specific questions or topics you want to address].

Please let me know if there's a convenient time for us to connect again. I look forward to your response.

Thank you for your time.

Best regards,

[Your Name]