

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

[Professor's Name]
[Department]

[University Name]
[University Address]
[City, State, Zip Code]

Dear Professor [Last Name],

I hope this message finds you well. I am writing to follow up on my previous email regarding [specific topic or request].

[Briefly summarize your original message or inquiry, providing context.]

I understand that you have a busy schedule, but I would greatly appreciate any insights or assistance you could provide on this matter.

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

Sincerely,

[Your Name]

[Your Student ID (if applicable)]