

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

[Recipient's Name]  
[Recipient's Title]  
[FVRL Office Name]  
[Office Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous correspondence regarding [specific issue or topic] sent on [date of previous correspondence].

I would appreciate any updates you may have on this matter, as it is important for me to [explain why it's important].

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

Sincerely,

[Your Name]

[Your Position, if applicable]