

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

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

Dear [Recipient's Name],

I hope this message finds you well. I wanted to follow up regarding my previous [letter/email/phone call] on [date]. I am eager to hear your thoughts on [specific topic or request].

[Briefly restate the purpose and any important points that were previously discussed.]

I appreciate your attention to this matter and look forward to your response. Thank you for your time.

Sincerely,  
[Your Name]