

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[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 topic or request]. I understand that you have a busy schedule, but I wanted to check in and see if you had an opportunity to review my message.

[Optional: Briefly reiterate key points from the previous message or provide any updates relevant to the situation.]

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

Best regards,

[Your Name]