

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

[Recipient's Name]
[Recipient's Title]

HJMC

[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to follow up on my previous correspondence regarding [specific topic or inquiry]. I wanted to express my continued interest in [specific aspect related to HJMC or your previous discussion].

If convenient, I would appreciate any updates or further information regarding [specific request or project]. I believe that [mention any relevant points to reinforce your interest or connection].

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

Best regards,

[Your Name]

[Your Title/Position, if applicable]