

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

[Recipient's Name]
[Recipient's Position]
[Organization's Name]
[Organization's 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 related to JKO]. I wanted to express my continued interest and see if there have been any updates or further information you could share.

[Add any additional relevant details or context about your initial inquiry, if necessary.]

Thank you for your attention to this matter. I look forward to hearing from you soon.

Best regards,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization, if applicable]