

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

Jyothi [Last Name]  
[Her Address]  
[City, State, Zip Code]

Dear Jyothi,

I hope this letter finds you well. I wanted to follow up regarding  
[specific topic or event] that we discussed on [date of discussion].  
[Include any relevant updates or additional information here.]

I look forward to hearing your thoughts on this. Thank you for your time!

Best regards,

[Your Name]  
[Your Position, if applicable]