

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

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

KBR, Inc.

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our recent discussion regarding [specific topic, e.g., job application, project proposal, etc.] that took place on [date of initial contact]. I wanted to express my continued interest in [topic] and see if there have been any updates or further information you could share. I am eager to contribute to KBR and believe that my skills and experience align well with your team's goals.

Thank you for considering my inquiry. I look forward to hearing from you soon.

Best regards,
[Your Name]