

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

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

KLM Royal Dutch Airlines

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my recent correspondence regarding [specific topic or inquiry] on [date of initial communication].

I appreciate your attention to this matter and would like to know if there have been any developments or additional information that you could share.

Thank you for your time, and I look forward to your response.

Warm regards,

[Your Name]  
[Your Job Title/Position, if applicable]  
[Your Company Name, if applicable]