

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

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

KQED

[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 previous correspondence regarding [specific topic or issue you discussed, e.g., a proposal, inquiry, etc.] sent on [date of previous communication].

As I have not yet received a response, I wanted to reiterate my interest in [briefly restate the purpose of your original message] and see if you had any updates or feedback to share.

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

Warm regards,

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