

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
KTVU

[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],

Subject: Follow-Up on [Specific Subject/Topic]

I hope this letter finds you well. I am writing to follow up on our recent correspondence regarding [briefly mention the topic or event]. [Briefly restate the purpose of your initial contact and any important points or discussions that took place.]

I appreciate the time you took to [mention any specific effort by the recipient, e.g., meet with me, respond to my previous email, etc.]. I believe that [reiterate your main points and any next steps you would like to discuss].

Please let me know if you require any further information or if there is anything else I can assist you with. I look forward to your response. Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position, if applicable]
[Your Company, if applicable]