

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I wanted to follow up regarding my previous correspondence sent on [date of previous communication] regarding [specific topic or request].

I understand that things can get busy, and I appreciate your attention to this matter. If you require any additional information or clarification, please let me know.

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

Best regards,

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