

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[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 [briefly mention the topic or subject of the NWI].

Since my last communication on [date of last correspondence], I have not yet received a response and wanted to ensure that my inquiry has come to your attention.

I appreciate your attention to this matter and look forward to your reply. If you need any further information from my side, please do not hesitate to ask.

Thank you for your time.

Sincerely,

[Your Name]