

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

As of [date of previous correspondence], I have not yet received a response and wanted to kindly check in on the status of my inquiry. I understand that you may have a busy schedule, but any update you could provide would be greatly appreciated.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Best regards,

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