

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Organisation for Economic Co-operation and Development (OECD)]
[OECD 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 dated [insert date of previous correspondence] regarding [briefly describe the topic or inquiry].

I understand that you are busy, but I would greatly appreciate any updates or insights you may have regarding this matter. [You can add a specific question or request if applicable].

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

Warm regards,

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