

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

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

Dear [Recipient's Name],

I hope this message finds you well. In light of our recent discussions, I wanted to follow up with some additional information that may be of interest to you.

Please find the embedded QR code below. Scanning this code will direct you to [describe what the QR code links to, e.g., a document, website, or video].

[Insert QR code image here]

Thank you for your time and consideration. I look forward to hearing your thoughts.

Warm regards,

[Your Name]
[Your Title]
[Your Company]
[Optional: Attachments if any]