

[Your Name]  
[Your Address]  
[City, Province, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, Province, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to follow up on [specific topic or date of previous communication].

[Briefly restate your main point or request from the previous communication and any relevant details.]

I appreciate your attention to this matter and look forward to your response. Thank you for your consideration.

Sincerely,

[Your Name]