

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

JJ Morgan

[Their Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear JJ Morgan,

I hope this message finds you well. I am writing to follow up on  
[specific topic or meeting date]. I appreciated the opportunity to  
discuss [specific details or subjects].

I wanted to reiterate my interest in [specific opportunity or subject]  
and would love to hear any updates you may have.

Thank you again for your time and consideration. I look forward to your  
response.

Best regards,

[Your Name]

[Your Job Title (if applicable)]