

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

[Recipient's Name]
[Recipient's Title]

Tzumi

[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on
[specific topic or reason for your initial communication, e.g., a
previous meeting, email, product inquiry, etc.], which we discussed on
[date of previous communication].

As we discussed, [briefly summarize the key points or agreements made
previously]. I am eager to move forward and would appreciate any updates
you could provide regarding [specific request or action needed].

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

Best regards,

[Your Name]
[Your Title, if applicable]
[Your Company, if applicable]