

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Recipient's 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 request for information regarding [specific information requested] sent on [date of initial request].

I understand that you may have a busy schedule, but I would greatly appreciate any updates you could provide. This information is important for [briefly explain why the information is needed].

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

Best regards,

[Your Name]