

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[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 our recent discussions regarding the setup of the VNC server.

As we discussed, the initial steps include [briefly outline the steps discussed]. I wanted to check on the progress and see if there are any updates or further assistance required from my end.

Please let me know a suitable time for us to connect, or if there's anything specific you need me to address. I look forward to hearing from you soon.

Thank you for your attention to this matter.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]