

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company 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 correspondence regarding the [specific topic or project, e.g., "WDAP Grant Application"]. I wanted to check in and see if there have been any updates or if you require any further information from my side. I appreciate your attention to this matter and look forward to your response.

Thank you for your time and consideration.

Best regards,

[Your Name]
[Your Position, if applicable]
[Your Organization, if applicable]