

Subject: Follow-Up: [Original Subject Line]

Dear [Recipient's Name],

I hope this message finds you well.

**\*\*What (W)\*\*:** I wanted to follow up on [briefly describe the topic or request of the previous email/meeting].

**\*\*Example\*\*:** In our last discussion, we talked about [specific detail or proposal].

**\*\*Outcome (O)\*\*:** I am eager to hear your thoughts and see how we can move forward with this.

**\*\*Example\*\*:** Your feedback would be greatly appreciated, and I'm hopeful we can finalize the next steps.

**\*\*What's Next (W)\*\*:** Please let me know a convenient time for us to connect, or feel free to respond directly to this email.

**\*\*Example\*\*:** I'm available for a call on [provide a couple of options for dates/times], but I can adjust according to your schedule.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]