

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I wanted to follow up regarding our previous conversation about [specific topic or project, e.g., "the XDJ collaboration"]. I am eager to hear back and see if you have had a chance to consider our proposal.

Additionally, I would love to discuss any thoughts or questions you might have. Please let me know a convenient time for you to connect.

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

Best regards,

[Your Name]
[Your Job Title/Position]
[Your Company Name] (if applicable)
[Your Contact Information]