

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on our recent correspondence regarding the [specific subject of the previous conversation, e.g., "Excel template for project management"].

I wanted to see if you had a chance to review the information I shared with you. Your feedback is invaluable, and I'd love to discuss any thoughts or questions you might have.

Additionally, if there's any further assistance or clarification needed, please feel free to reach out. I am more than happy to help.

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

Best regards,

[Your Name]  
[Your Title]  
[Your Company]