

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

[Recipient Name]  
[Recipient's 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 my previous [email/letter] dated [insert date of previous communication], regarding [briefly state the subject].

I wanted to check if you had any updates or if there is any additional information you might need from my side to assist in the review process. Thank you for your attention to this matter. I look forward to hearing from you soon.

Best regards,

[Your Name]  
[Your Position, if applicable]