

[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],
Subject: Follow-Up on [Specific Topic/Meeting/Interview]
[Opening Paragraph: Thank the recipient for their time and reference the previous meeting or correspondence.]
[Body Paragraph 1: Reiterate key points discussed or questions raised during the previous interaction.]
[Body Paragraph 2: Provide any additional information or updates that may be relevant.]
[Closing Paragraph: Express your eagerness for a response or further discussion, and thank them once again.]
Sincerely,
[Your Name]
[Your Title/Organization, if applicable]