

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
Subject: Follow-Up on [Subject of Previous Correspondence]  
I hope this message finds you well. I am writing to follow up on my  
previous [email/letter] dated [date of previous correspondence] regarding  
[briefly state the topic or issue].  
[Insert a few sentences reiterating your main points or questions, and  
any important updates since your last correspondence.]  
I appreciate your attention to this matter and look forward to your  
response. Please do not hesitate to reach out if you need any further  
information.  
Thank you for your time.  
Sincerely,  
[Your Name]  
[Your Job Title, if applicable]