

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

[Recipient Name]  
[Title]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on my previous correspondence regarding the ZPass program. I appreciate your time and attention to this matter and would like to inquire about the current status or any updates you may have.

[Briefly restate your previous communication or inquiry, if applicable.]

I understand that you have many priorities; however, I would appreciate any information you could share regarding my request. If further discussion is needed, I would be happy to schedule a call or meeting at your convenience.

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

Warm regards,

[Your Name]  
[Your Job Title, if applicable]  
[Your Company, if applicable]