

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our recent communication regarding [briefly state the topic].

As we discussed, [recap any key points or agreements made]. I wanted to ensure that we are on the same page and address any further questions you may have.

Please let me know if you need any additional information or clarification. I look forward to hearing from you soon.

Thank you for your attention to this matter.

Best regards,

[Your Name]  
[Your Position]