

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up regarding the Excel file I sent to you on [date sent]. I wanted to ensure that you received it and see if you have had a chance to review the information contained within.

If you have any questions or need further clarification on any of the data, please do not hesitate to reach out. I would be more than happy to discuss this further.

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

Best regards,

[Your Name]
[Your Job Title]
[Your Company]
[Your Company Logo (if applicable)]