

[Your Name]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[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 previous communication regarding our participation in the Amazon Smile program.

As a reminder, our organization, [Your Organization], is actively working to [briefly state your mission or purpose]. We believe that by partnering with Amazon Smile, we can further our impact and reach more individuals in our community.

We are eager to understand any updates or steps required to ensure our continued success in this initiative. Additionally, if there are any resources or promotional opportunities available for Amazon Smile participants, we would appreciate any information you can provide. Thank you for your ongoing support and efforts in facilitating this program. I look forward to your response.

Warm regards,

[Your Name]  
[Your Title]  
[Your Organization]