

[Your Name]
[Your Position]
[Your Company]
[Company Address Line 1]
[Company Address Line 2]

[Date]

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address Line 1]
[Recipient Address Line 2]

Subject: Follow-Up on Previous Communication

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on our recent conversation regarding [briefly mention product/service or proposal]. I wanted to check in and see if you had any further questions or if there is any additional information I can provide to assist with your decision-making process.

Please let me know if there is a convenient time for you to discuss this further or if you would like to schedule a call. I look forward to your response and the opportunity to work together.

Thank you for considering [Your Company]. I am happy to assist in any way I can.

Best regards,

[Your Name]
[Your Position]
[Your Contact Information]