TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Follow Up Letter

Dear **[Name],**

**[Name]**, I’m writing to follow up. I’m not sure what our next step is.

Let me know what makes sense for you as a next step, if any?

Thanks for your input.

**[Signature]**   
**[Name]  
[Phone]**