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],**

Thank you for reaching out to us. I just left you a voicemail.

**[Briefly Answer Their Question]**.

I’m happy to share more details and answer any further questions you have when’s the best time to reach you?

Or feel free to stick with email correspondence if that’s easier.

Looking forward to connecting!

**[Name]**