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],**

I am quickly following up on an email I previously sent to you last week.

I know you must be swamped with **[Add Personalization Factor If Possible].**

It would be great if you could review the email and revert to me at your earliest convenience. If you would like to discuss this further or have any questions you can directly reply to this email.

Awaiting your response.

Sincerely

**[Name]**