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 didn’t hear back from you, and I was wondering if you are interested in **[Add Your Context]**.

I know you are a busy individual and packed schedules can be hard to manage.

I don’t want to be a bother, which is why I would love to know if you are interested.

If not, you can simply reply saying ‘STOP’, and I will understand.

Best

**[Name]**