

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our previous correspondence regarding the potential partnership opportunities between [Your Company] and [Recipient's Company].

We are very interested in collaborating and believe that our combined efforts could lead to significant mutual benefits. However, I noticed that we have not yet received a response to our inquiry, and I wanted to check in to see if there were any updates or if you need any further information from our side.

Please let me know at your earliest convenience, as we are eager to explore this opportunity further. Thank you for considering our inquiry, and I look forward to your prompt reply.

Warm regards,

[Your Name]
[Your Title]
[Your Company]