

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to revisit our previous inquiry regarding consultation availability. We understand that your schedule may have been busy, but we are eager to explore potential collaboration opportunities.

If you are still interested, please let us know a convenient time for you, as we are flexible and willing to accommodate your schedule. We value your expertise and believe that a consultation could be mutually beneficial.

Thank you for considering our request. We look forward to your response.

Warm regards,

[Your Name]

[Your Title]

[Your Organization]