

Dear [Recipient's Name],

I hope this message finds you well. I wanted to follow up on my previous request regarding the editorial calendar for [specific time period or project]. I understand how busy things can get, but having this information would greatly assist in our planning efforts.

If you could provide an update or any details at your earliest convenience, I would greatly appreciate it.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]