

Date: [Insert Date]

From: [Your Name]  
[Your Position]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]

To: [Recipient's Name]  
[Recipient's Position]  
[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 kindly remind you of our previous correspondence dated [insert previous date], regarding [briefly state the subject of the previous correspondence]. As we have yet to receive a response, I wanted to follow up to ensure that our request is still under consideration.

We appreciate your attention to this matter and look forward to your response at your earliest convenience. Should you require any further information or clarification, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Organization]  
[Your Contact Information]