

Dear [Recipient's Name],

I hope this message finds you well. I wanted to follow up regarding my previous email sent on [date of previous email], as I haven't heard back from you yet. I completely understand that things can get busy!

If you need any further information or if there's anything I can assist you with, please let me know. I appreciate your time and look forward to hearing from you soon.

Thank you!

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]