

Subject: Reminder: Offer Letter Follow-Up

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly remind you about the offer letter we discussed on [date of discussion]. I am eager to review the details and move forward in the process.

If there are any updates or additional information you need from my side, please feel free to reach out.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Position]