

Follow-up Inquiry Letter Template

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our recent interaction on [mention date or occasion of initial contact, e.g., "June 7th at the Business Expo"], during which we discussed [briefly state the main topic or purpose, e.g., "the possibility of collaboration between our organizations"].

I would like to express my continued interest in [the opportunity/project/position discussed], and I appreciate the information you shared during our initial conversation. I am eager to learn more about [any specific details or next steps you wish to inquire about, e.g., "next steps in the application process" or "potential partnership opportunities"].

If there are any additional materials or actions required on my part, please let me know. I would be glad to provide any further information necessary. I look forward to your response and hope to continue our discussion.

Thank you for your time and consideration.

Sincerely,
[Your Name]