

Subject: Following up: [Project Name/Position/Topic]

Dear [Recipient Name],

I hope you are having a productive week.

I am following up on my previous message regarding [mention specific topic or previous email date]. I understand that your schedule is likely very busy, but I wanted to keep this at the top of your inbox as we look to move forward with [mention goal or next step].

To make things easier, I have attached [mention any documents, if applicable] for your review. If there is any additional information you need from my side to help with a decision or next steps, please let me know.

I look forward to hearing from you when you have a moment to catch up.

Best regards,

[Your Name]

[Your Job Title]

[Your Phone Number]

[Your LinkedIn Profile/Website]