

Date

Recipient's Name

Subject: Follow-Up Letter Regarding Original Subject

Dear Recipient's Name,

I hope this message finds you well. I am writing to provide additional information regarding (mention the subject of the original letter or request)

In my previous correspondence, I discussed (summarize the key points of the original letter). I would like to expand on the following points:

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.....
.....
.....

I appreciate your attention to this matter and hope that this additional information is helpful. Please feel free to reach out if you have any questions or require further clarification.

Thank you for your time and consideration.

Sincerely,

Your Name