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| --- | --- |
| ***Yellow text on a black background  Description automatically generated with medium confidence*** |  |

To:

Cc:

Gentle Reminder:

Respected Sir/Madam

This mail is about our trailing mails. I am still waiting for you to respond to my earlier email dated <Date>. Kindly take necessary actions at the earliest.

With Warm Regards

<Name>

<Contact Number(s)>