[Name of Recipient]

[Designation of the Recipient]

[Organization Name]

Date:

**Subject: [Write an Appropriate Subject Line]**

Dear Mr. / Mrs. [Name of the Recipient],

I wrote a letter to you on [mention Date] in which I asked you to give me a call. Actually, I wanted to discuss something very important with you regarding the launch of your new product, [mention Name of the Product].

I think that either you have not received the letter or did not have time to call me. So I am writing again to request you to kindly respond to this letter and give me a call as soon as possible.

Thanks!

Yours Truly,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]