## Friendly Follow-Up Email After Sending Materials

Subject: Checking In on Sent Documents

Hi [Recipient's Name],

I hope you received the documents I sent on [Date]. I just wanted to follow up to see if everything was in order and if you need any additional information.

Please let me know if you have any questions. Happy to assist!

Best,

[Your Name]

Get more templates here: <a href="https://www.lettersandtemplates.com/letters/follow-up-email">https://www.lettersandtemplates.com/letters/follow-up-email</a>