Informal business email for casual check-in

| S | Subject: Just Checking In |
|---|--|
| | Hi [Recipient Name], |
| | I hope you're doing well! I just wanted to check in and see how everything is going with [project or |
| topic]. It's always good to stay connected and keep things moving smoothly. | |
| | Looking forward to hearing your thoughts. |
| | Best, |
| | [Your Name] |

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