

Professional Meeting Follow-Up Message Template

Subject: Following up on our meeting - Next Steps

Dear [Name],

Thank you for taking the time to meet with me today to discuss [specific topic/project]. I found our conversation about [key points discussed] particularly insightful and I'm excited about the potential opportunities ahead.

As we discussed, I wanted to recap the key action items and next steps:

- [Action item 1 with responsible party]
- [Action item 2 with responsible party]
- [Timeline/deadline agreed upon]

I'll be working on [your specific commitment] and will have [deliverable] ready by [date]. Please let me know if you need any additional information from my end to move forward.

I look forward to hearing your thoughts on [specific item discussed] and continuing our collaboration.

Best regards,

[Your name]

[Your title]

[Contact information]

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