

Follow-up Email After Meeting

Subject: Follow-Up on Meeting Held on [Date]

Dear [Recipient Name],

I wanted to thank you for taking the time to meet with me on [Date]. I found our discussion regarding [topic] very insightful.

As agreed, I have attached the documents for your review and look forward to your feedback.

Please let me know if any additional information is required.

Thank you once again for your time and consideration.

Best regards,

[Your Name]

[Your Company]

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