Formal letter to follow up after a business meeting

Subject: Follow-Up on Our Recent Meeting

Dear [Recipient Name],

I hope this message finds you well. I wanted to thank you for taking the time to meet with me on [Date] to discuss [Meeting Topic].

Following our discussion, I would like to reiterate my interest in [specific topic or proposal] and confirm the next steps we agreed upon. Please let me know if there is any additional information you need from my side.

Thank you again for your time and consideration.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

Get more templates here:

https://www.lettersandtemplates.com/letters/follow-up-letter-after-meeting