Brief, immediate follow-up via message or email

Subject: Follow-Up from Todayâ€™s Meeting

Hi [Recipient Name],

Thanks for meeting earlier today. Just following up to confirm the action items: [list items]. Let me know if I missed anything.

Best,

[Your Name]

Get more templates here:

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