

Professional follow-up after business call

Subject: Follow-Up on Our Recent Call

Dear [Recipient Name],

Thank you for taking the time to speak with me earlier today regarding [subject of the call]. I wanted to follow up to summarize our discussion and confirm the next steps.

As discussed, [briefly outline key points or agreements]. I appreciate your guidance and look forward to [next action or meeting].

Please let me know if there are any additional details or clarifications needed.

Best regards,

[Your Name]

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