

Formal follow-up to a client after phone discussion

Subject: Follow-Up on Our Discussion

Dear [Client Name],

I am writing to follow up on our recent phone discussion concerning [project or topic]. To summarize, we agreed on the following points: [list key agreements].

We look forward to implementing the agreed actions and continuing our collaboration. Please confirm receipt and let us know if any adjustments are needed.

Sincerely,

[Your Name]

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