

Follow Up Letter Confirming Next Meeting

Subject: Confirmation of Our Next Discussion

Dear [Client's Name],

Following our recent conversation, I would like to confirm our next meeting scheduled for [Date and Time]. During this session, we can go through the finer details of the proposal and address any outstanding questions.

I appreciate your time and consideration of our services, and I look forward to continuing the conversation to determine the best way forward.

Sincerely,

[Your Name]

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