

Follow-Up on Strategic Planning Consultation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I would like to extend my gratitude for your participation in the recent strategic planning consultation meeting held on [Insert Date]. Your insights and contributions were invaluable to our discussions.

As we move forward, I wanted to follow up on some of the key points we discussed and outline the next steps in our strategic planning process.

Key Discussion Points:

- [Key Point 1]
- [Key Point 2]
- [Key Point 3]

Next Steps:

- [Next Step 1]
- [Next Step 2]
- [Next Step 3]

I look forward to collaborating with you as we implement our strategic plan. Please feel free to reach out if you have any further thoughts or questions.

Thank you once again for your engagement and support.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]