

# Follow-Up on Meeting Attendance

Dear [Member's Name],

I hope this message finds you well. I wanted to follow up regarding our recent meeting held on [Date].

Your input is valuable to us, and we noticed that you were unable to attend. We would love to hear your thoughts on the topics discussed, and any feedback you might have.

Please let us know if you would like a summary of the meeting or if there are specific topics you would like us to address in the future.

Looking forward to your response!

Best regards,  
[Your Name]  
[Your Position]  
[Organization Name]  
[Contact Information]