

Follow-Up Consultation Meeting

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Follow-Up Consultation Meeting

Dear [Recipient's Name],

Thank you for our recent consultation meeting on [insert date]. I appreciate your insights and the opportunity to discuss your concerns regarding [specific issues discussed].

As a follow-up, I would like to schedule a meeting to address the remaining concerns and outline potential solutions. Please let me know your availability for the week of [insert date]. I believe that a face-to-face discussion could help us move forward effectively.

Thank you for your attention to this matter. I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]