

Follow-Up Consultation Meeting on Strategic Planning

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Follow-Up on Strategic Planning Consultation Meeting

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our previous consultation meeting regarding our strategic planning initiatives. It was a pleasure to discuss our goals and gather valuable insights from you.

As we move forward, I would like to schedule a follow-up meeting to review the action items and further refine our strategies. Please let me know your availability for the next week.

Your input is crucial to our success, and I look forward to collaborating further.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]