

Follow-Up Consultation Meeting

Dear [Team Name],

I hope this message finds you well. I would like to follow up on our previous consultation meeting held on [Date]. We had a productive discussion regarding [topics discussed].

To ensure that we are all on the same page and to address any outstanding issues, I propose a follow-up meeting on [Proposed Date and Time]. Please let me know your availability for this meeting, or suggest an alternative time that works best for you.

Thank you for your continued collaboration. I look forward to our discussion.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]