

Follow-Up on Inter-Departmental Discussions

Dear [Recipient's Name],

I hope this message finds you well. I wanted to follow up on our recent discussions regarding [specific topic or project]. I believe our collaboration can greatly enhance our progress and achieve our objectives.

To summarize our previous conversation:

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

As we move forward, I would appreciate your input on the following items:

- [Item 1]
- [Item 2]

Could we schedule a follow-up meeting to discuss this further? I am available on [insert dates/times], but I'm happy to accommodate your schedule.

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

Best regards,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]