

Follow-up Letter for Inter-Organizational Partnership Talks

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Organization Address]

Dear [Recipient's Name],

I hope this message finds you well. I would like to take this opportunity to follow up on our recent discussions regarding the potential partnership between [Your Organization] and [Recipient's Organization]. I believe that our collaboration could yield significant benefits for both parties.

In our last meeting on [Insert Date of Last Meeting], we touched upon several key areas where our organizations could align, including [Briefly list key points discussed]. I am eager to explore these ideas further and develop a concrete plan moving forward.

Could we schedule a time for a follow-up meeting to continue our conversation? I am available on [Insert Available Dates/Times], but I am happy to accommodate your schedule as well.

Thank you once again for your time and consideration. I look forward to your response.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]