

## **Follow-Up on Business Meeting**

Dear [Recipient's Name],

I hope this message finds you well. Thank you for taking the time to meet with me on [Date of Meeting]. I appreciated the opportunity to discuss [Briefly Mention Topics Discussed].

As a follow-up, I would like to suggest scheduling our next steps to ensure we keep the momentum going. Please let me know your availability for a follow-up meeting within the next week.

Looking forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]