

Dear [Recipient's Name],

I hope this message finds you well. Thank you for taking the time to meet with me on [date] to discuss [topic of consultation]. I appreciated the insights you shared and found our conversation very helpful.

As a follow-up to our discussion, I would like to confirm the next steps we outlined:

- [First step/action item]
- [Second step/action item]
- [Third step/action item]

Please let me know if there is anything I can assist you with as we move forward. I look forward to our next conversation on [date/next meeting].

Thank you once again for your time and support.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]