

Dear [Consultant's Name],

I hope this message finds you well. I wanted to take a moment to follow up on our recent consultation on [Date of Consultation]. Thank you for the valuable insights and guidance provided during our meeting.

As discussed, I am in the process of gathering the necessary documents for [specific purpose or project]. I wanted to confirm the deadline for the submission and if there are any additional documents you would recommend including.

Thank you once again for your assistance. I look forward to your timely response so I can proceed accordingly.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]