

Follow-Up After Consultation

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to thank you for our recent consultation on [date]. I greatly appreciate the insights you provided and the opportunity to discuss [specific topics].

As we discussed, I would like to schedule our next meeting to continue our conversation and move forward with [specific project or agenda item]. Please let me know your availability for the following dates and times:

- [Option 1: Date and Time]
- [Option 2: Date and Time]
- [Option 3: Date and Time]

Thank you once again for your time and support. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]