

Follow-up on Sustainability Report Findings

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the findings from our recent sustainability report shared on [Date Report Was Shared]. We appreciate your engagement and feedback.

In particular, I would like to highlight the key findings regarding [specific findings] and discuss how we can move forward in addressing these areas.

Please let me know a convenient time for us to discuss this further. I look forward to your insights and collaboration as we aim to enhance our sustainable practices.

Thank you for your attention to this important matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]