

Follow-Up on Team Resolutions

Date: [Insert Date]

To: [Team Name or Coach's Name]

From: [Your Name or Position]

Subject: Follow-Up on Team Resolutions

Dear [Team Name or Coach's Name],

I hope this message finds you well. I am writing to follow up on the resolutions we discussed during our last meeting on [Insert Date of Meeting]. As a reminder, our main objectives included:

- [Resolution 1]
- [Resolution 2]
- [Resolution 3]

It is crucial that we track our progress on these items to ensure our team continues to develop effectively. I would appreciate it if you could provide an update on the current status of these resolutions by [Insert Deadline for Feedback].

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]