

## **Follow-Up for Scheduling a Second Meeting**

Dear [Recipient's Name],

I hope this message finds you well. I wanted to follow up on our previous discussion regarding [specific topic or project]. I believe we made significant progress, and a second meeting would be beneficial to continue our conversation.

Please let me know your availability in the coming days so we can schedule a time that works for both of us. I'm looking forward to your response and to our continued collaboration.

Thank you!

Best regards,  
[Your Name]  
[Your Position]  
[Your Company]  
[Your Contact Information]