

# Guidance Session Recap

Date: [Insert Date]

Dear [Recipient's Name],

Thank you for taking the time to meet with me during our recent guidance session. I appreciate your openness and willingness to discuss your thoughts and goals.

## Key Discussion Points:

- [Point 1]
- [Point 2]
- [Point 3]

## Action Items:

1. [Action Item 1]
2. [Action Item 2]
3. [Action Item 3]

Please feel free to reach out if you have any further questions or need clarification on any points discussed. I look forward to our next meeting.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]