

# Follow-Up on Action Items

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to follow up on the action items discussed during our recent Business Advisory Council meeting held on [Insert Date].

## Action Items Recap:

1. [Action Item 1]: [Status/Deadline]
2. [Action Item 2]: [Status/Deadline]
3. [Action Item 3]: [Status/Deadline]

Please let me know if there are any updates on these tasks or if further discussion is needed. I appreciate your diligence and collaboration in working towards our goals.

Thank you for your attention to these matters. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]