

Dear [Recipient's Name],

I hope this message finds you well. I wanted to follow up on our recent consultation regarding the shareholder agreement. It was a pleasure discussing the key aspects and addressing any concerns you may have had.

As agreed, we will be finalizing the draft by [insert date]. If you have any additional input or questions, please feel free to reach out by [insert preferred method of communication].

Thank you for your collaboration on this important matter. I look forward to your feedback.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]