

Subject: Productive Brainstorming Session Summary

Dear Team,

I would like to express my gratitude for your active participation in our recent brainstorming session held on **[Date]**. Your insights and creativity contributed significantly to our discussions and outcomes.

During the session, we focused on the following key topics:

- **[Topic 1]** - Summary of ideas
- **[Topic 2]** - Summary of ideas
- **[Topic 3]** - Summary of ideas

As agreed, we will take the next steps as follows:

1. Action Item 1: **[Responsible Person]** to follow up on **[Due Date]**
2. Action Item 2: **[Responsible Person]** to present findings in the next meeting

Thank you once again for your valuable contributions. Let's keep the momentum going!

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