

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our recent discussions regarding the expansion of our server capacity. As we talked about, the increasing demand for our services necessitates a review and enhancement of our current infrastructure.

I would like to schedule a meeting to further explore the proposed solutions and timelines. Please let me know your availability in the coming days, so we can ensure a smooth transition and address any potential concerns.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]