

# Consulting Proposal Recap

Date: [Insert Date]

To: [Decision-Maker's Name]

From: [Your Name/Your Company]

## Overview

We presented our consulting proposal aimed at addressing [specific issue or opportunity] during our recent meeting on [date of meeting]. Below is a recap of the key points discussed:

## Objectives

- [Objective 1]
- [Objective 2]
- [Objective 3]

## Proposed Solutions

1. [Solution 1]
2. [Solution 2]
3. [Solution 3]

## Expected Outcomes

By implementing our proposed solutions, we anticipate the following outcomes:

- [Expected Outcome 1]
- [Expected Outcome 2]
- [Expected Outcome 3]

## Next Steps

We recommend scheduling a follow-up meeting to discuss any questions and finalize the proposal. Please let us know your availability.

Thank you for considering our proposal. We look forward to the opportunity to work together.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]