

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the resolution discussed during our recent consultation regarding [specific issue or project]. As outlined in our last meeting, we agreed to [summarize the agreement or resolution].

To ensure we are on track with the next steps, I would like to confirm the following:

- [Next step 1]
- [Next step 2]
- [Next step 3]

It is important to us that we maintain progress and address any potential concerns promptly. If there is any further information you need or if you would like to discuss any points in more detail, please feel free to reach out.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]