

Action Items Confirmation

Dear [Recipient's Name],

Thank you for your participation in the recent meeting held on [Date]. Below is the list of action items we discussed:

- **Action Item 1:** [Description] - *Responsible party:* [Name] - *Due date:* [Date]
- **Action Item 2:** [Description] - *Responsible party:* [Name] - *Due date:* [Date]
- **Action Item 3:** [Description] - *Responsible party:* [Name] - *Due date:* [Date]

Please confirm your understanding of these action items by replying to this email.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Your Company]