

Follow-Up Letter for International Collaboration Meeting

Date: [Insert Date]

To: [Recipient's Name]

Organization: [Recipient's Organization]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to thank you for the opportunity to meet with you during our recent discussion about potential collaboration between our organizations.

Our conversation offered valuable insights into our shared goals and I am excited about the prospect of working together to make a meaningful impact in our communities. I believe our combined efforts can lead to remarkable outcomes.

As a follow-up, I would like to propose scheduling our next meeting to further discuss the details of our collaboration. Please let me know your available dates and times, and I will do my best to accommodate.

Thank you once again for your time and consideration. I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

Email: [Your Email]

Phone: [Your Phone Number]