

Hey [Friend's Name],

I hope this message finds you well! I wanted to take a moment to outline our next steps regarding [specific topic or plan].

Next Steps:

1. **[Step 1]** - [Description of Step 1]
2. **[Step 2]** - [Description of Step 2]
3. **[Step 3]** - [Description of Step 3]

Let me know if these steps work for you or if you have any adjustments in mind. Looking forward to catching up soon!

Best,

[Your Name]