

Follow-Up on Our Annual Client Discussion

Dear [Client's Name],

I hope this message finds you well. I would like to thank you for taking the time to meet with us during our recent annual discussion on [Date]. It was a pleasure to connect and review our progress together.

As discussed, I have outlined the key points from our meeting:

- Review of last year's achievements and milestones
- Challenges faced and how we addressed them
- Goals and objectives for the upcoming year
- Action items and next steps

Please find the detailed notes attached for your reference. If you have any further questions or need clarification on any points, feel free to reach out.

Looking forward to another successful year working together!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]