

Follow-up Communication from the Intergovernmental Meeting

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Follow-up on the Outcomes of the Intergovernmental Meeting

Dear [Recipient's Name],

I hope this message finds you well. I would like to extend my gratitude for your participation in the recent intergovernmental meeting held on [insert date]. Your contributions were invaluable in addressing the key issues discussed.

As a follow-up, I would like to summarize the main outcomes and action points agreed upon during our discussions:

- Action Point 1: [Description of Action Point]
- Action Point 2: [Description of Action Point]
- Action Point 3: [Description of Action Point]

Please let me know if you have any additional comments or require further information regarding our discussions.

Thank you once again for your engagement and commitment. I look forward to our continued collaboration.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]