

Dear [Recipient's Name],

I hope this message finds you well. I wanted to follow up regarding our recent discussion on the contract terms. I appreciate the time you took to review the details with me.

As we discussed, I am keen to finalize the terms to proceed with our collaboration. Please let me know if there are any additional points or concerns that need to be addressed.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]