

Follow-Up After Initial Client Meeting

Dear [Client's Name],

I hope this message finds you well. I wanted to take a moment to thank you for meeting with me on [date of meeting]. It was a pleasure to learn more about [Client's Company/Project].

As discussed, I believe that [briefly mention the key points you talked about]. I am excited about the possibility of working together and contributing to [specific goal or need].

If you have any questions or need further information regarding our discussion, please don't hesitate to reach out. I look forward to your thoughts on the next steps.

Thank you once again for your time and consideration.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]