

Follow-Up Letter After Strategic Planning Meeting

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to follow up on our recent strategic planning meeting held on [Insert Meeting Date]. It was a pleasure to discuss the future direction of our organization and explore how we can collectively achieve our goals.

As we outlined during our discussions, the key focus areas moving forward are:

- [Key Focus Area 1]
- [Key Focus Area 2]
- [Key Focus Area 3]

To ensure we remain aligned and on track, I would like to propose scheduling a follow-up meeting on [Insert Proposed Date] to review our progress and address any outstanding issues. Please let me know if this works for you or if there is another time that would be more convenient.

Thank you for your valuable contributions during the meeting. I am looking forward to our continued collaboration.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]