

[Your Company Letterhead or Your Name]

[Address Line 1]

[Address Line 2]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Company Name]

[Company Address Line 1]

[Company Address Line 2]

[City, State, ZIP Code]

Dear [Recipient's Name],

I would like to extend my sincere gratitude for taking the time to meet with us on [date of meeting]. We truly appreciate the opportunity to discuss [briefly mention the topic or purpose of the meeting, e.g., the ongoing partnership, upcoming project, collaborative opportunities, etc.]. Your insights and cooperation were invaluable and have helped lay the foundation for a productive business relationship.

As discussed during the meeting, we kindly request the following additional documents to continue our review and move forward:

- [Document 1]
- [Document 2]
- [Document 3]

We would appreciate receiving these documents at your earliest convenience to ensure that our discussions and subsequent actions can proceed in a timely manner. If you require any clarification regarding the requested items, or if you need further assistance from our side, please do not hesitate to reach out.

Thank you once again for your collaboration and support. We look forward to your prompt response and to continuing our productive partnership.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]