

Dear [Recipient Name],

I wanted to express my sincere gratitude for meeting with me on [Date of Meeting]. It was a pleasure discussing [briefly mention key topics or purpose of meeting eg: potential areas of collaboration, your company's goals, etc.] with you, and I truly appreciate the opportunity to explore ways in which we can work together.

As discussed, I am looking forward to our scheduled follow-up call on [Date & Time of Scheduled Call]. During this call, we can further address [specific agenda items, questions, or action items raised in the meeting], and clarify any remaining concerns to help us move forward efficiently.

Please do let me know if there are any additional topics you would like to include in our agenda or if the timing for the call needs to be adjusted. I am eager to continue our conversation and collaborate with you further.

Thank you once again for your time and consideration. I look forward to speaking with you on [Scheduled Call Date/Time].

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]