

Request Letter for Follow-up Business Meeting

A **request letter for follow-up business meeting** is a formal communication sent to revisit discussions, address pending issues, or advance negotiations after an initial meeting. This letter typically expresses gratitude for the previous meeting, outlines key topics to be discussed, and suggests convenient dates and times for the follow-up meeting. Including a sample in the letter helps recipients understand the intent and structure, facilitating a prompt and positive response to continue productive business engagements.

Sample Request Letter for Follow-up Business Meeting

Subject: Request for Follow-up Meeting

Dear [Recipient's Name],

I hope this message finds you well. I would like to extend my appreciation for the productive meeting we had on [date of previous meeting]. Our discussions regarding [specific topic or project] were extremely insightful, and I am confident that our collaboration will yield positive results.

To further address some pending matters and finalize the next steps, I kindly request a follow-up meeting at your earliest convenience. I believe meeting again would be beneficial to both parties and help move the project forward efficiently.

Please let me know your availability for the following suggested dates and times, or feel free to propose an alternative that suits your schedule:

â€¢ [Suggested Date & Time 1]

â€¢ [Suggested Date & Time 2]

â€¢ [Suggested Date & Time 3]

Thank you once again for your time and consideration. I look forward to your positive response and to continuing our successful partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Details]