

Sample Business Letter for Follow-Up with Client After Initial Consultation

[Your Company Letterhead]

[Date]

[Client Name]

[Client Title]

[Client Company]

[Client Address Line 1]

[Client Address Line 2]

Dear [Client Name],

I would like to thank you for taking the time to meet with me on [date of consultation]. I appreciate the opportunity to learn more about your needs and to discuss how [Your Company] can assist in achieving your goals.

During our consultation, we discussed the following key points:

- [Summary of Key Discussion Point 1]
- [Summary of Key Discussion Point 2]
- [Summary of Key Discussion Point 3]

Please let me know if you have any further questions or if there are additional concerns you would like to discuss. I am happy to provide clarification or supply more information as needed.

As a next step, I will [outline next steps, e.g., prepare a detailed proposal, schedule a follow-up meeting, send additional documents, etc.]. I look forward to your feedback so we can move forward with the process.

Thank you again for your time and consideration. I value your interest in working with [Your Company] and am eager to continue our collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]