

Follow-Up Letter Template for Client Meetings

Date:

Enter date here

Client Name:

Enter client name here

Client Email / Address:

Enter email or address here

Subject:

Enter subject here

Greeting:

e.g. Dear [Client Name],

Message:

Type your follow-up message here...

Closing:

e.g. Sincerely,

Your Name:

Enter your name here

Your Position / Company (optional):

Enter position/company here