**

Subject line: Thanks for your time!

Dear \_\_\_\_,

Thanks for taking the time to meet with me on [date of meeting] to discuss [statement summarizing purpose of meeting]. I left with the following takeaways:

[list takeaways]

I am even more convinced now that we have a solution that will address most, if not all the concerns we discussed.

I would like to continue this conversation and have noted the following action items:

[list action items]

If I have left anything out, would you please reply to this email or give me or call me at [phone number]?

Otherwise I look forward to talking with you again on [scheduled date and time].

Regards,

[Name]