**

Subject line: Our next steps for [reason they called]  
  
  
  
Dear \_\_\_\_,

Thanks for taking the time to call our office to talk about [reason for the call]. I wanted to quickly check in and make sure that you [received the answers / found the resources] you were looking for? I am also attaching additional information I think you will find interesting.

I would like to schedule a follow-up conversation to discuss your specific needs further and additional questions you might have regarding our [ number one benefit you can provide] or how we’ve helped address similar [pain points].

Would you be available [suggested date and time]?  
  
  
  
I look forward to hearing from you,

[Name]