## **Face-to-Face Meeting Follow-up Email Template**

*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]*