

[Your Name]  
[Your Position]  
[Your Company]  
[Your Email]  
[Your Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]

Dear [Recipient's Name],

I hope this message finds you well. I want to thank you for attending the meeting on [date] regarding [subject of the meeting].

To recap, we discussed the following key points:

1. [Key Point 1]
2. [Key Point 2]
3. [Key Point 3]

We agreed on the following action items:

- [Action Item 1] - Responsible: [Name] - Due by: [Date]
- [Action Item 2] - Responsible: [Name] - Due by: [Date]

Please feel free to reach out if you have any questions or need further clarification. I appreciate your contributions and look forward to our continued collaboration.

Best regards,

[Your Name]  
[Your Position]