

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our previous conversation regarding a potential partnership between [Your Company] and [Recipient's Company].

We believe that a collaboration could yield mutually beneficial results and align with our shared goals. To recap, [briefly summarize any key points discussed in the previous communication].

We are eager to explore this opportunity further and would like to schedule a meeting to discuss potential next steps. Please let us know your availability for the coming weeks, and we will do our best to accommodate.

Thank you for considering our proposal. We look forward to your response.

Best regards,

[Your Name]
[Your Title]
[Your Company]