

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

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to follow up on our recent discussion regarding the Joint Training Agreement (JTA). During our conversation, we covered several key points, including [briefly summarize main topics discussed]. I appreciate your insights and input on these matters.

As we move forward, I would like to propose the following next steps:

1. [Action Item 1]
2. [Action Item 2]
3. [Action Item 3]

Please let me know your thoughts on these proposed steps or if there are any additional considerations you believe we should address.

Thank you once again for your time and collaboration. I look forward to your response.

Best regards,

[Your Name]
[Your Position]
[Your Company]