

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

Dear [Recipient Name],

I hope this message finds you well. I wanted to take a moment to follow up on our recent discussion regarding [specific topic or meeting date]. As we discussed, [briefly summarize the key points or decisions made]. I believe these actions will strengthen our collaboration and bring positive results for both teams.

If you have any further questions or if there's anything else you'd like to discuss, please feel free to reach out. I look forward to your thoughts and continuing our partnership.

Thank you for your attention to this matter.

Best regards,

[Your Signature (if sending a hard copy)]  
[Your Typed Name]  
[Your Position]  
[Your Team Name]