

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

RJ Smith  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear RJ Smith,

I hope this message finds you well. I wanted to take a moment to follow up regarding our recent discussion about [specific topic or meeting]. I appreciate the time you took to share your insights and perspectives. As we talked about, [briefly recap key points or agreements]. I am excited about the possibility of [mention any opportunities or next steps].

Please let me know if there's anything further you need from my end or if you would like to schedule a follow-up meeting to discuss this in more detail.

Thank you once again for your time and consideration. I look forward to hearing from you soon.

Best regards,

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