

[Your Name]  
[Your Title/Position]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Client's Name]  
[Client's Address]  
[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. I wanted to follow up regarding our last meeting on [date of last meeting]. It was a pleasure to see you and discuss your progress and needs.

[Briefly summarize key points discussed, any actions taken, and next steps. Add any necessary updates or additional resources provided.]

Please feel free to reach out if you have any questions or if there is anything specific you would like to address. I am here to support you.

Looking forward to hearing from you soon.

Warm regards,

[Your Name]  
[Your Title/Position]  
[Your Organization]