

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up regarding your attendance at [event/meeting name] that took place on [date]. We missed your presence and would like to hear your thoughts on [specific discussion points or topics].

Your insights are valuable to us, and we would appreciate any feedback you may have. If you're interested, we can also provide a recap of the meeting for your reference.

Please let us know if you have any questions or if there's anything we can assist you with.

Thank you for your attention, and we look forward to hearing from you soon.

Warm regards,

[Your Name]
[Your Position]
[Your Company/Organization]