
Follow Up Letter in Business Communication

John Doe
Sales Manager
ABC Corporation
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August 2, 2024


Jane Smith
Procurement Director
XYZ Enterprises
456 Corporate Avenue
Springfield, IL 62702

Dear **Ms. Smith**,

I hope this message finds you well. I am writing to follow up on our recent meeting on **July 25, 2024**, where we discussed **the potential supply agreement between ABC Corporation and XYZ Enterprises**.

During our meeting, we highlighted several key points and action items:

- 1. Review of the proposed contract terms and conditions**
- 2. Clarification of the delivery schedule and logistics**
- 3. Finalization of pricing and payment terms**



We agreed that **a revised contract draft would be shared by August 5, 2024**, and that **a follow-up meeting would be scheduled for August 12, 2024, to finalize the agreement**. As we move forward, I wanted to reiterate our commitment to **providing top-quality products and excellent service** and ensure that we stay aligned on our goals.

Please let me know if you require any further information or if there are any changes or additions you would like to discuss. I am keen to move ahead and believe that our collaboration will be mutually beneficial.

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

Best regards,

John Doe
Sales Manager
ABC Corporation