

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

[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Dear [Client Name],

Thank you for taking the time to meet with me on [Date of Consultation] to discuss [Project Name/Service Needed]. I enjoyed learning more about your goals and how we might work together.

Based on our conversation, I have summarized the key points we discussed:

- [Key Point 1]
- [Key Point 2]
- [Key Point 3]

As agreed, I have attached [Document Name, e.g., a formal proposal/quote/preliminary plan] for your review. This outline includes the proposed scope of work, timelines, and estimated costs.

Please let me know if you have any questions or if there are any adjustments you would like to make. I will follow up with you on [Date] to see how you would like to proceed.

I look forward to the possibility of working with you.

Sincerely,

[Your Signature]

[Your Printed Name]