**FORMAL REMINDER LETTER FOR NO RESPONSE**

Subject Line: **Kickstart meeting action points and next steps**

Hi Lionel,

It was lovely to meet you and the team today, and to learn more about Sender and your goals with this project. I’ve put together a list of action points based on our meeting.

**For our team:**
· ACTION POINT ONE
· ACTION POINT TWO

**For Sender’s team:**

· ACTION POINT ONE
· ACTION POINT TWO

Can you please reply to confirm that this is correct (and that I haven’t missed anything)?

I’ve got a follow-up meeting scheduled for 3PM on Tuesday 25th. Let me know if this doesn’t work for you and we can try to reschedule to a more convenient time.

If you have any questions, please don’t hesitate to get in touch.

Sincerely,

Harry