



Subject: Recap and Follow-up: [Meeting Name] on [Date]

Dear [Recipient's Name],

I trust this email finds you well. I'm writing to recap our virtual meeting that took place on [Date] and to share the follow-up actions agreed upon.

The meeting focused on [meeting topics], and we had fruitful discussions that led to some valuable insights. To ensure nothing falls through the cracks, attached are the meeting notes highlighting key points, decisions made, and action items we agreed upon.

Meeting Highlights

[Highlight 1]
etc.

Action Items

[Action Item 1 - Responsible Person - Deadline]
etc.

Please review the notes and action items, and let me know if there are any discrepancies or if something has been overlooked.

I would also appreciate your feedback on the meeting. Your insights will help us identify areas for improvement, and also to recognize what's working well so we can continue those practices. Please take a moment to fill out the attached short survey, or feel free to respond to this email with your thoughts.

As always, please don't hesitate to reach out if you have any further questions or concerns, or if there's anything else you'd like to discuss from the meeting.

Thank you for your ongoing contributions and commitment to our collaborative success. Looking forward to hearing from you soon.

Best regards,
[Your Name]