

Lyra Winslow

POSITION

lyra@email.com

Follow Up Letter

July 1, 2057

Johnathan Smith

Chief Marketing Officer

Global Tech Solutions

1234 Innovation Drive

Silicon Valley, CA 94025

Dear Mr. Smith,

I am writing to follow up on our previous discussion held on June 15, 2057. The purpose of this letter is to re-emphasize the importance of the topics we previously covered and to seek an update on your end. As you know, we have made substantial progress since our last meeting.

I am eager to learn about the advancements and outcomes related to the topics discussed, namely the implementation of the new marketing strategy, the revised budget allocation for Q3, and the project timeline for the product launch. In particular, I am keen to understand the progress on the digital outreach initiative's performance metrics, which holds significant relevance to the continuation of our mutual growth.

Given the urgency and critical nature of these matters, I kindly request that you provide an update at your earliest convenience. Should you require any additional information or clarification, please do not hesitate to reach out.

Thank you for your time and understanding. I look forward to your prompt response and hope to continue our positive momentum.

Sincerely,

Signature

cc: lyra@email.com

Marketing Director

Sample Letter Of Follow Up Documents

Yi-Tong Ma



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