Follow-Up Letter

Follow-up letters may be sent after an interview, after a meeting, to request additional information or comment on information received, to provide a reminder about deadlines, or to touch base with a prospective client. The letter should follow the official business letter formatting. (Refer to the Formatting a Business Letter resource.)

Follow-up letters contain the following components:

1. **Introduction:**
   A. Introduce yourself.
   B. Explain your purpose for writing the letter.

2. **Body:**
   A. Provide any necessary additional information.
   B. Provide a plan of action.
   C. Offer assistance.
   D. Remind the reader about any previous agreements or conversations.

3. **Conclusion:**
   A. Express gratitude.
   B. Offer to provide more information.
   C. Provide your contact information.