



## 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.