

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Name  
Address Line  
City, State Zip Code

Date

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Re: Directive – Follow-Up after a Meeting to Review Decisions and Assignments

Dear :

I am writing this letter to reiterate the decisions and assignments made in our {date} meeting concerning {meeting topic}. In the meeting, we decided {list things decided}. We concluded that the following duties would be assigned to the following people:

Assignment/Duties	Assigned to:

Please contact me if you have any concerns regarding this follow-up.

Sincerely,

N A M E