



## Follow-up Email After a Phone Call

Subject: Follow-up on Meeting Request: [Nonprofit Name]

Dear [Official's Name],

I hope this message finds you well. Following our conversation earlier, I wanted to follow up and formally request a meeting to discuss [Nonprofit Name] and how we can collaborate to better serve individuals with intellectual and developmental disabilities in [Location].

Our nonprofit has been working in the community for [X years], offering services such as [list services], and we would love the opportunity to share our insights and explore ways to support inclusive policies.

Please let me know your availability for a meeting in the coming weeks. I look forward to your response.

Thank you again for your time.

Best regards,

[Your Name]

[Your Title]

[Nonprofit Name]