

[Date]

[Recipient Name]
[Recipient Title]
[Company/Organization]
[Address Line 1]
[Address Line 2]

Dear [Recipient Name],
[Paragraph 1: Express appreciation for meeting or connecting. Mention where/how you met.]

[Paragraph 2: Refer to a specific topic you discussed or insight you gained. Express your interest in staying connected or learning more.]

[Paragraph 3: Offer any assistance, resources, or express next steps. Thank them again for their time.]

Sincerely,

[Your Name]
[Your Email]
[Your Phone Number]