

[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]