

Professional Follow-Up Email After Conference Meeting

Subject: Great meeting you at the [Conference Name]

Dear [Recipient's Name],

It was a pleasure meeting you during the [Conference Name] held on [Date]. I truly enjoyed our conversation about [specific topic discussed], and I believe our organizations share many aligned goals.

As discussed, I'm very interested in exploring potential collaboration opportunities between [Your Company/Organization Name] and [Recipient's Company/Organization Name]. I've attached a brief overview of our recent projects for your review. I'd appreciate the chance to schedule a follow-up call to discuss how we can take this further.

Thank you again for your time and insights during the conference. I look forward to staying in touch and continuing our professional dialogue.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

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