

Formal Follow-Up Letter to Potential Business Partner

Subject: Follow-Up on Business Discussion at [Conference Name]

Dear [Recipient's Name],

I hope this letter finds you well. It was an honor to meet you during the [Conference Name] and discuss potential opportunities for collaboration between our organizations.

Following up on our conversation regarding [specific subject], I would like to formally express our interest in pursuing this initiative further. Our team is eager to align on possible next steps and explore mutual areas of benefit.

Please let me know a convenient time for a meeting or call to discuss this matter in more detail. I look forward to your response and to developing a fruitful business relationship.

Yours sincerely,

[Your Full Name]

[Your Title]

[Your Organization]

[Your Contact Details]

Get more templates here:

<https://www.lettersandtemplates.com/letters/follow-up-letter-after-conference>