

Formal executive networking follow-up letter

Subject: Following Up on Our Discussion at [Event Name]

Dear Mr./Ms. [Last Name],

I trust this letter finds you in good health and high spirits. I am writing to express my sincere appreciation for the opportunity to speak with you during [Event Name] on [date].

Our discussion regarding [specific business topic] provided valuable insights that I believe will significantly impact my approach to [relevant business area]. Your expertise in [their area of expertise] and your thoughtful analysis of [specific issue discussed] have given me a new perspective on [relevant topic].

I would be honored to have the opportunity to continue our dialogue at your convenience. Perhaps we could schedule a meeting to explore potential areas of collaboration between [your organization] and [their organization], particularly in [specific area of mutual interest].

I have taken the liberty of enclosing [relevant materials/business proposal] for your review. I would welcome the opportunity to discuss these matters further at your earliest convenience.

Thank you once again for your time and valuable insights. I look forward to your response.

Respectfully yours,

[Your Full Name]

[Your Title]

[Your Organization]

[Your Contact Information]

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