

Formal Follow-Up Letter with Brochure

Subject: Follow-Up from [Trade Show Name]

Dear [Recipient's Name],

I am writing to thank you for taking the time to visit our booth at [Trade Show Name]. It was a privilege to discuss our products and services with you.

Enclosed, please find a brochure that highlights our offerings, as discussed during our meeting. I am confident that our solutions can add significant value to your organization. I would be delighted to arrange a formal presentation or demonstration at your convenience.

Thank you once again for your interest. I look forward to the possibility of working together.

Sincerely,

[Your Name]

[Your Position]

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