

*It was a pleasure to meet you...*

Contact Name  
Company  
Address

*Date*

Dear Name

It was a pleasure to meet you at the **[BUSINESS MEETING OR NETWORK EVENT WHERE YOU MET]** meeting **[DATE OF THE MEETING]**. I do hope it proved to be a successful one for you.

You mentioned that **[BRIEF STATEMENT OF WHAT THEY TOLD YOU ABOUT THE PRODUCT / SERVICE THAT THEY OFFER]**, which I found very interesting. I have your business card so I will certainly keep you in mind if I come across anyone who is looking for **[PRODUCT / SERVICE FROM THEIR COMPANY]**.

If you find yourself talking to a business contact who needs **[YOUR SERVICE/PRODUCT]**, I would really appreciate it if you would be kind enough to mention that I offer these services/products.

**[QUALIFY WHAT YOU OFFER, IF NECESSARY]** I appreciate that it is not always easy to gauge whether my services/product would be right for them, so I offer a free 1-hour discussion to explore their **[WHATEVER AREA IS APPROPRIATE]** and offer suggestions that may be helpful. Taking this offer does not put them under any obligation (other than perhaps to tell other people about me, the same as you did).

Of course, this offer is also available to you, if you believe it would be useful.

I am sure we will meet at other business events and I look forward to speaking to you again.

Kind regards

Name  
**Business**

Business Name  
Business Address  
Business Phone  
Business Email  
Business Web