

<today>

<company.organization>
<company.address1.>
<company.city>, <company.state> <company.zip>

<salutation>

I very much enjoyed my short visit with you and your company on the <date>. I hope that our discussions have proved valuable to you in your understanding of the products and services our company has to offer.

I shall be looking forward to working with you and your company in the future. We value our customers goodwill greatly and realize that a close working relationship between both companies will contribute much to the success and profitability of all.

If you have any questions or comments regarding the preparation of your orders, please do not hesitate to call me directly. Thanking you in advance for your orders, I remain.

Sincerely,

<name>