

{#Date}

{Salutation} {First Name} {Last Name}
{Position}
{Company}
{Address 1}
{Address 2}
{City}, {State} {Zip}

Dear {Salutation} {Last Name}:

Thank you very much for attending the {#Name of the event#} on {#Date of event#}. In your capacity as {Position} for {Company}, your presence was greatly appreciated. Your comments also provided a unique insight into our business.

I look forward to renewing our acquaintance later this year when I will be in {City} for {#Purpose of visit#}. I will contact you at that time. Our records list your phone number as {Office Phone} {Office Extension}. If this information is incorrect, please contact me at {#Your Phone number#}.

Sincerely,

{#Username}
{#Company}