

[DATE]

[ADDRESSEE]
[COMPANY]
[ADDRESS]
[CITY], [STATE], [ZIP]

Dear [NAME]:

Thank you for taking time out of your busy schedule to meet with me at [PLACE] on Monday. It was a pleasure to meet with you and discuss your company's [PRODUCT/SERVICE] needs. I hope this is the beginning of a solid business relationship between our companies.

As I told you at our meeting, our company specializes in servicing the [PRODUCT/SERVICE] needs of companies like yours. Our company is the leader in the [PRODUCT/SERVICE] field.

Thank you again for the meeting. I hope to be able to work with you in the near future.

Sincerely,

YOUR NAME
YOUR TITLE