

{Salutation} {First Name} {Last Name}  
{Position}  
{Company}  
{Address 1}  
{Address 2}  
{Town/City}, {County} {Postcode}

{#Date}

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 {Town/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#}.

Yours sincerely,

{#Username}  
{#Company}