

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I wanted to follow up on our recent meeting/discussion regarding [specific topic or event] in Iowa City. I appreciated the opportunity to connect and share ideas.

As we discussed, [briefly summarize key points or action items]. I believe that [insert any additional thoughts or insights here].

Please let me know if there are any updates or if you require any further information from my side. I am looking forward to your feedback on [specific point] and hope to collaborate further.

Thank you once again for your time.

Best regards,

[Your Name]