

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to thank you for the enjoyable lunch we had on [date]. It was great to catch up and discuss [specific topics discussed].

I appreciate your insights and would love to continue our conversation. Please let me know if you'd be available to meet again soon.

Thank you once again for your time.

Best regards,

[Your Name]