

[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. It was a pleasure meeting you at [Event/Location] on [Date]. I enjoyed our conversation about [specific topic discussed] and learning more about your work at [Recipient's Company].

I wanted to follow up and express my interest in [specific subject or opportunity discussed]. I believe there's great potential for collaboration between our organizations, particularly in [briefly mention any relevant ideas or projects].

Please let me know if you would be open to continuing our discussion, perhaps over coffee or a virtual meeting in the coming weeks. I look forward to the possibility of working together and exploring ways we can support each other's goals.

Thank you for your time, and I hope to hear from you soon.

Best regards,

[Your Name]
[Your Job Title]
[Your Company]
[Your LinkedIn Profile (optional)]