

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[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 follow up on our recent conversation regarding [specific topic discussed] at WXYZ Detroit. I appreciate the time you took to discuss [mention any specifics] with me.

As we talked about, [restate any important points or agreements]. I am very enthusiastic about the opportunity to [state your goal or next steps] and believe that it can bring great value to [mention the company or project].

Please let me know if you need any further information or have any questions. I look forward to your response.

Thank you once again for your time and consideration.

Sincerely,

[Your Name]