TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Follow Up Letter

Dear **[Name],**

It was great meeting you at **[Name Of Event]** ! It was interesting hearing about **[Something They Mentioned They’re Struggling With]**.

I’d love to help you **[Problem You Can Solve]**  so you can **[Benefit They Want To Achieve]**.

Are you available next week to chat?

Email me back and let me know when works for you.

Looking forward to hearing from you,

**[Name]**