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 the other day and chatting about **[Something They Mentioned They Care About]**.

I’d love to get started on working on **[Project Or Deal You’re Working Towards]** so you can **[Benefit They Want]**.

I’ve attached a form for you to fill out with your basic information so we can get started. The next step is to **[One Sentence About The Next Steps Involved]**.

Please fill this out and send it back as soon as you can so we can move to the next step.

Looking forward to working with you,

**[Name]**