TO

**[Receiver Name]**

[Receiver Title]

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

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

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

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Thank You Letter

Dear **[Name],**

Thank you for introducing me to **[Name]** yesterday. Your introduction showed faith in my professional qualifications, and I'm sure that your recommendation can greatly benefit my relationship with **[Name]**.

As you know, I'm seeking employment and **[Name]** software engineering company is ideal for my skills and training.

I know your extensive experience in the software development business has provided you with many valuable contacts.

I'm grateful that you thought to include me in your professional network.

Please keep me in mind for any future introductions.

With thanks

**[Name]**