Dear [name of client],

On behalf of [name of company] I would like to thank you for taking the time to visit us on [date of visit].

We felt the meeting was extremely valuable in getting to know you better and securing some solid goals on how we are going to proceed with the campaign [or type of service] in the forthcoming months.

We hope you got as much out of the meeting as we did.

I look forward to our next catch up and, in the meantime, if you have any questions or queries, please don’t hesitate to get in contact with one of our team.

Thank you and best wishes.

Kind regards,

[name]

[title]