

[Your Name]
[Your Address]
[City, State ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Job Title]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I wanted to extend my sincere thanks for taking the time to speak with me at [Event Name] on [Date]. It was a pleasure learning more about [Company Name] and the exciting opportunities on your team, especially the [specific job title or role discussed].

Our conversation further reinforced my interest in joining [Company Name] and contributing to [mention a relevant company goal, project, or value discussed]. With my background in [briefly mention your specific skills or experience relevant to the role], I am confident that I can add value to your team.

I have attached my resume for your reference and would welcome the chance to discuss my qualifications in greater detail. Please let me know if there are any next steps or additional information I can provide.

Thank you once again for your time and insights. I look forward to staying in touch and hope we have the opportunity to work together.

Sincerely,
[Your Name]