

[Insert company or personal letterhead, or type your name and address]

January 27, 1997

[Mr/Ms] [First Name] X. [Last Name]
[Position]
[Company]
[Department]
[Division]
[Address 1]
[Address 2]
[City], [St/Prov], [Country] [ZIP/POSTAL]

Re: Our meeting of [date of meeting]

[Salutation]

Thank you for taking the time to meet with me [where and when the meeting took place, e.g. last Thursday at your office, at the Four Seasons Hotel on the 18th] to talk about [subject of your meeting].

As we discussed, [briefly summarize what happened at the meeting. What did you both talk about? What did you personally propose? Most important, what did you resolve to do in the end?].

My company [summarize what your company does other than what you decided on at the meeting, focusing on the benefits to this reader]. If you ever have any questions about the [products or services] we provide, please give me a call.

Thank you again for the meeting. I will call you [in a specified time period, e.g. next week, on the 27th] to discuss this matter further.

Sincerely,

[Your Name]
[Your Position]

[Notations for Enclosures, cc:, etc.]