

{Salutation} {First Name} {Last Name}
{Position}
{Company}
{Address 1}
{Address 2}
{Town/City}, {County} {Postcode}

{#Date}

Dear {Salutation} {Last Name}

It was a great pleasure to speak with you today. Thanks for taking the time. It was obvious to me that you realise how important it is to offer the most advanced solutions to your customers, and after our discussion I'm sure you can see that {#Product#} is the best and most technically advanced of the {#Generic product group#} on the market, yet is reasonably priced.

I would like to meet with you next week to further discuss our business together. Please give me a call and let me know if next {#Day1#} or {#Day2#} is more convenient for you. I can be reached at {#Phone number#}.

Thank you for your time and interest.

Yours sincerely,

{#Username}
{#Company}