

Writing a thank you letter for business meeting

Dear (Name),

(Name of Business),

I recently met you during our business meeting regarding _____ on _____. I would like to thank you for taking the time to meet with me, and discuss various important subjects. I look forward to working with you in the future, as well as meeting you in future business meetings as well. I am grateful to you for meeting with me, and am excited to be able to meet you again. Thank you for giving me the opportunity to meet with you to discuss business.

Yours Truly,

(Your Name)

(Business Name)