

Thank you letter for business meeting sent a week after the meeting

Dear (Name),

(Name of Business),

My name is \_\_\_\_\_, and I recently met with you on \_\_\_\_\_ to discuss business. I am thankful that you gave me the opportunity to meet with you, and learn from you. I look forward to meeting you again, and hope that we can set up more business meetings in the future. I am truly grateful for your interest in meeting with me, and hope we can take matters further in the future.

Yours Truly,

(Your Name)

(Business Name)