

Writing a thank you letter for business meeting after meeting someone for the first time

Dear (Name),

(Name of Business),

My name is _____, and I recently met with you on _____. During our business meeting, we discussed various important matters, such as _____. I would like you to know that I am thankful that you gave me the opportunity to meet with you. I am grateful I could speak with you, and hope that we can talk again in the future. I really value the time and energy you put forward in our business meeting.

Yours Truly,

(Your Name),

(Business Name)