

[Your Name]  
[Your Title/Industry]  
[Phone Number]  
[Email Address]  
[LinkedIn Profile URL]

[Date]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Office Address]

Dear [Recipient Name],

Thank you very much for taking the time to speak with me on [Date] regarding your experience as [Recipient's Title] at [Company Name]. I greatly appreciated your transparency and the strategic insights you shared regarding [Specific Topic Discussed].

Our conversation further solidified my interest in [Target Industry/Role]. I was particularly struck by your perspective on [Specific Point or Insight Shared by Recipient]. As I mentioned during our meeting, I am currently exploring opportunities where I can leverage my background in [Your Key Skillset/Experience] to drive [Specific Business Value].

As we discussed, I have attached a formal version of my executive bio/resume for your records. If you believe my profile aligns with any upcoming initiatives within your network or if you are comfortable introducing me to [Name of Contact Mentioned, if applicable], I would be very grateful for the referral.

I will be sure to keep you updated on my progress. Please let me know if there is ever any way I can return the favor or support your current work on [Recipient's Project or Goal].

Best regards,

[Your Name]