

[Your Name]
[Your Phone Number]
[Your Email Address]
[Your LinkedIn Profile URL]
[Date]

[Recipient Name]
[Recipient Job Title]
[Company Name]
[Company Address]

Dear [Recipient Last Name],

Thank you very much for taking the time to speak with me on [Date] regarding my interest in [Company Name] and the [Specific Department] field. I am writing to you today at the suggestion of [Referral Name], who spoke very highly of your expertise and suggested we connect.

Our conversation regarding [Specific Topic Discussed] was incredibly insightful. In particular, your perspective on [Point of Interest from Conversation] provided me with a much clearer understanding of the current challenges and opportunities within the industry. Following your advice, I have already begun looking into [Specific Resource, Book, or Action Recommended].

As I mentioned during our meeting, I am eager to apply my background in [Your Key Skill or Background] to a role such as [Target Job Title]. Based on our discussion, I am even more convinced that my experience in [Briefly Mention a Specific Achievement or Skill] aligns well with the culture and goals of [Company Name].

I have attached my resume for your review and would greatly appreciate it if you could keep me in mind for any upcoming opportunities that match my profile. If you are comfortable doing so, I would also welcome any additional introductions to colleagues in your network who might be open to a similar brief conversation.

Thank you again for your time, your guidance, and for the referral from [Referral Name]. I look forward to staying in touch.

Best regards,

[Your Signature]
[Your Printed Name]