

[Your Full Name, Credentials]

[Your Title/Department]

[Your Institution/Organization]

[Date]

[Recipient Name, Credentials]

[Recipient Title]

[Recipient Institution]

**Subject: Follow-up: [Name of Symposium/Conference]**

Dear **[Dr./Mr./Ms. Last Name]**,

It was a pleasure meeting you at the **[Name of Symposium]** held in **[Location]** last week. I particularly enjoyed our discussion regarding **[Specific Topic or Presentation Mentioned]**; your insights on **[Specific Point]** were exceptionally thought-provoking.

As we discussed, I am writing to follow up on **[specific action item: e.g., the potential collaboration on your upcoming study / the sharing of my recent data / a request for a copy of your slides]**. I believe there is a significant synergy between our current projects involving **[Research Area/Clinical Focus]**.

I have attached **[Title of Document/Resource, if applicable]** for your review. I would welcome the opportunity to discuss this further via a brief call or meeting at your earliest convenience.

Thank you for your time and for your contribution to the field. I look forward to hearing from you.

Sincerely,

[Signature]

[Typed Name]

[Email Address]

[Phone Number]