

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

[Date]

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

Dear [Recipient Last Name],

It was a pleasure meeting you at the [Event Name] held on [Date] at [Location]. I particularly enjoyed our conversation regarding [Specific Topic Discussed], and I appreciated your insights on [Specific Detail or Industry Insight].

Our discussion further sparked my interest in [Company Name]'s current initiatives, specifically [Mention Project or Department]. Given my background in [Your Field/Expertise] and my experience with [Specific Skill or Accomplishment], I am confident that I could contribute effectively to your team's objectives.

I have attached my resume for your review and would welcome the opportunity to discuss how my skills align with the goals of [Company Name] in a more formal setting. Thank you for your time and for the engaging conversation at the mixer.

Sincerely,

[Your Signature (if sending by mail)]  
[Your Typed Name]