

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

[Date]

[Contact Name]
[Contact Job Title]
[Company Name]

Dear *[Contact Last Name]*,

It was a pleasure meeting you at the *[Event Name]* held on *[Day of Week]*. I particularly enjoyed our conversation regarding *[Specific Topic Discussed]*; your insights on *[Specific Detail]* provided a very interesting perspective on the current state of the industry.

Following up on our discussion about the *[Job Title]* position at *[Company Name]*, I am writing to formally express my interest. Given my background in *[Your Core Skill/Experience]* and my recent work with *[Recent Project or Achievement]*, I am confident that I can contribute effectively to your team's goals, especially concerning *[Specific Company Need Mentioned at Mixer]*.

I have attached my resume for your review. I would welcome the opportunity to discuss how my skills align with the needs of *[Company Name]* in a more formal setting. Thank you for your time and for the valuable networking opportunity.

Best regards,

[Your Full Name]