

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

[Date]

Dear [Contact Name],

It was a pleasure meeting you at the *[Name of Regional Professional Mixer]* this past *[Day of the Week]* in *[City/Region]*. I particularly enjoyed our conversation regarding *[Specific Topic Discussed]*; your insights on *[Specific Detail]* were incredibly thought-provoking.

As we discussed, I am currently exploring opportunities within the *[Industry/Sector]* and am very interested in the work being done at *[Recipient's Company]*. Given my background in *[Your Primary Skill/Expertise]*, I believe I could contribute effectively to your team's goals, specifically in areas such as *[Specific Area of Interest]*.

I have enclosed my resume for your review. I would welcome the opportunity to continue our conversation or perhaps schedule a brief informational interview to learn more about your department's upcoming initiatives.

Thank you again for your time and for the valuable connection. I look forward to staying in touch as a fellow member of the *[Regional Professional Community/Organization]*.

Best regards,

[Your Signature]

[Your Printed Name]