

[Your Name]
[Your Job Title]
[Your Organization]
[Your Email Address]
[Your Phone Number]

[Date]

[Recipient Name]
[Recipient Job Title]
[Recipient Organization]

Dear [Recipient Name],

It was a pleasure meeting you during the [Name of Panel Discussion] held on [Date]. I thoroughly enjoyed our conversation regarding [Specific Topic or Shared Interest discussed].

As we discussed, I believe there is a significant opportunity for us to [mention a potential collaboration, goal, or next step]. I have attached the [mention any document or resource promised] that we talked about, which provides more detail on [topic].

I would welcome the chance to continue our conversation and explore how we might work together or share further insights. Would you be available for a brief call or a coffee meeting on [Proposed Date] at [Proposed Time]?

I look forward to hearing from you soon.

Best regards,

[Your Signature]

[Your Printed Name]