

## **Next Steps Sample Letter to Follow Up on a Network Meeting**

34 Greenacres  
Kinety Lane  
Poole  
Dorset BM14 3SB  
Mobile: 07999 999999

Date

Ms Emma Jones  
Vice President, Jigsaw Company Ltd  
15 Piccadilly Place  
London

Dear Ms Jones,

Thank you for taking time from your busy schedule to meet me last Tuesday regarding my career direction. It was a pleasure talking to you and you helped me see areas of potential fit in the changing telecommunications industry.

Currently, I am in the process of contacting the individuals you suggested. Thank you for recommending their names and allowing me to use you as a referral. I'll be sure to let you know how these discussions develop.

I appreciate the time and assistance you provided me. Please let me know if you become aware of any opportunity that might be good for me.

Yours sincerely,

Sarah Smith