**

Subject Line: Hi Fellow [Unusual word or phrase tied to meeting topic]  
  
  
  
Dear \_\_\_\_,

It was great talking to you at [Event about Conversation Highlight]. As I mentioned during our conversation I’ve attached some additional information I think you will find interesting.

I know from [something that makes you credible] that [define prospect’s pain point]. In the past year we’ve worked with companies like [similar companies] to help them achieve [the number one benefit you can provide] and was thinking we might be able to help [prospect’s company name] as well.

I would like to schedule a follow-up conversation to discuss your needs further.

Would you be available [suggested date and time]?  
  
  
  
I look forward to hearing from you,

[Name]