

# Thank You Email After Business Meeting

[Insert Your Name]

[Insert Office Post]

[Insert Address]

[City, State]

[Phone Number]

Date: .....

[Insert Recipient's Name]

[Recipient's Address]

[City, State]

Subject: .....

Dear ..... [Name of Recipient],

I [Insert Your Name], working as a ..... [Insert Office Post] with ..... [Name of Company] would like to thank you for attending the meeting on ..... [Mention the Purpose of the Meeting], at ..... [Mention the Meeting Location].

Your presence at the just-concluded meeting is highly valued and all the points that were discussed such as ..... [Mention the Crucial Points] have been carefully considered and we are happy to go ahead with the plan. I would also like to know if you wish to suggest points that can be taken into account for further progress.

Your composure and participation at the meeting are commendable. I would be glad if we can arrange a similar meeting in the future. I would like to thank you once again for arranging this meeting and would be looking forward to your feedback.

Yours Sincerely

[Insert Your Name]