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Dear <Contact Person Name>,

Thank you for hosting me at your <Insert Name of Company> office <or location where meeting took place>. I am thankful for the opportunity to discuss <Insert the Event or Reason for the Meeting>, as well as IEEE's activities in the area. Please find attached the meeting slides from my presentation <as well as documents/additional information regarding what we discussed.>

Below is a short summary of our meeting and a few action items:

<Insert summary in dot point form>

<Insert action items in dot point form and bold text>

If you have any questions or concerns, please don't hesitate to contact me directly.

Thank you again for your time and I look forward to working with you in the near future!

Best Regards,

<Name>

<IEEE Position>

<Non IEEE Position (If appropriate)>

<Phone Number>

<Organizational Unit Website Link>